

THE GUIDE

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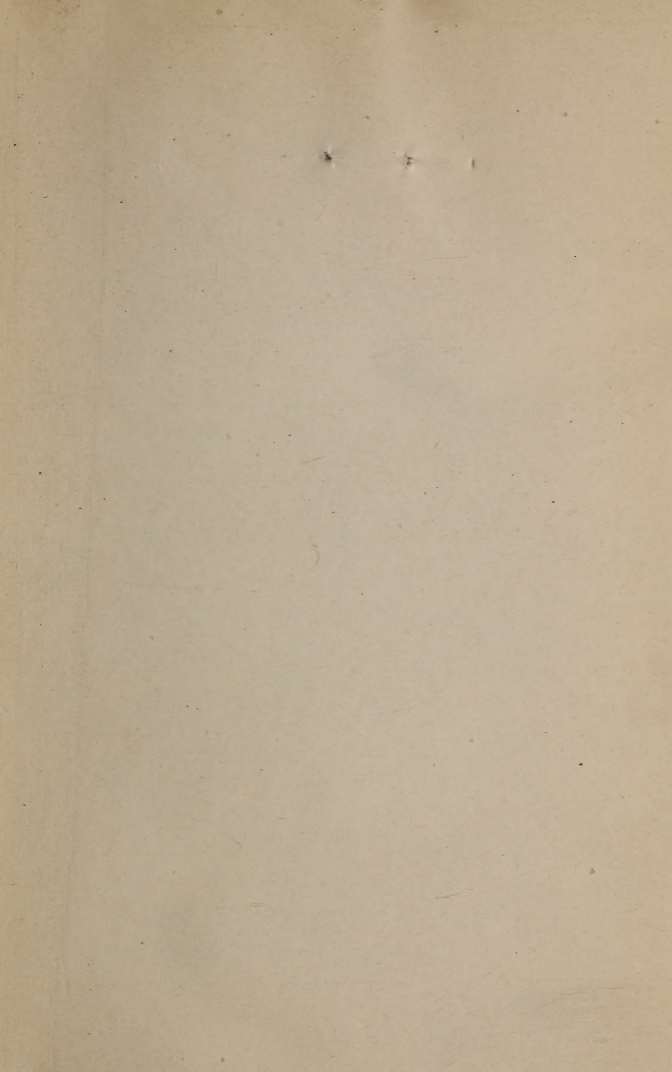
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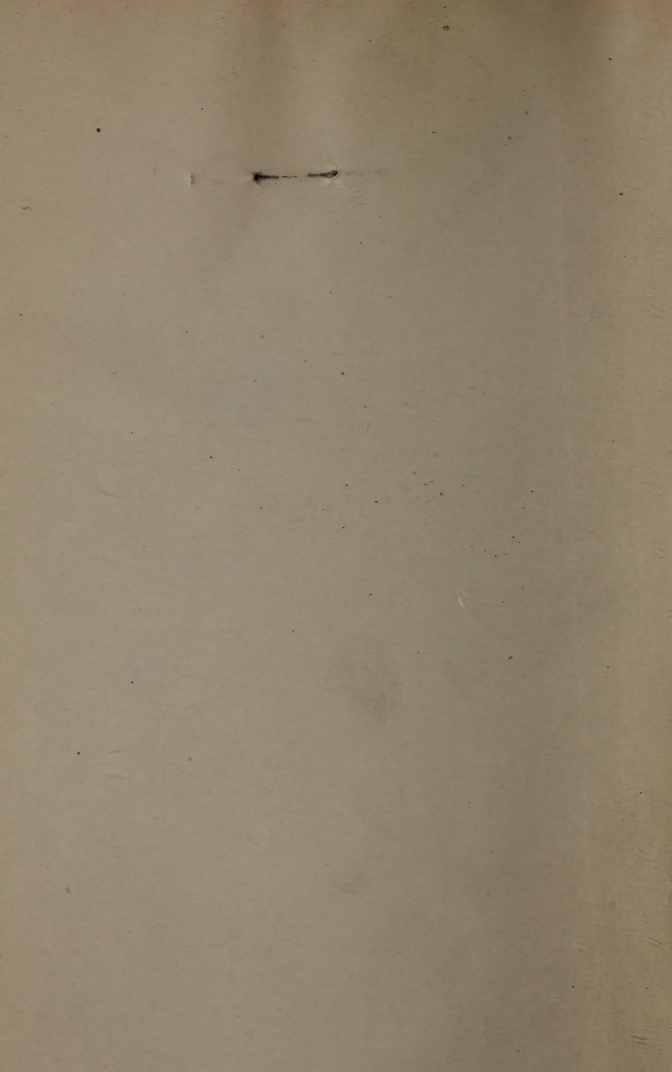
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THE GUIDE:  
A Manual  
FOR  
THE CANADIAN MILITIA,  
(INFANTRY)

EMBRACING  
*THE INTERIOR ECONOMY,*  
DUTIES, DISCIPLINE, DRESS, BOOKS AND CORRESPONDENCE  
OF A BATTALION IN BARRACKS OR CAMP,  
WITH  
REGULATIONS FOR MARCHES, TRANSPORT AND ENCAMP-  
MENT, ALSO FORMS AND BUGLE CALLS.

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FIFTH EDITION—REVISED.

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COMPILED BY  
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AND  
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of Canada.*

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## PREFACE TO FIRST EDITION.

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In submitting "The Guide" to the kind consideration of the Canadian Militia, I am led to hope that it may, to a certain extent, fill the place of that excellent Manual of Interior Economy, by Major F. E. Dixon, now out of print.

I have endeavoured to put in a concise and handy form such information as will, I think, be generally useful in the working of a Battalion, not only in Barracks or camp, but also during the ordinary drills at Head-Quarters. For the latter purpose it may be said that very little knowledge or method is needed, but I hold the contrary opinion, and consider that the same discipline, regularity and order are required at home as on service; and moreover, that the best time to acquire and practice soldierly habits is when quietly parading for weekly drills. I do not, of course, suppose that opportunities will offer on these occasions for the practice of every detail here provided for, but a vast deal can be done towards increasing the efficiency of the Militia by a rigid adherence to the system and principles advocated.

"The Guide" has been compiled from the following authorities, viz., Queen's Regulations, Army Act, Militia Regulations and Orders, Lord Wolseley's Soldiers' Pocket Book, Colonel Anderson's Manual of Military Usages, the Standing Orders of Her Majesty's 16th, 17th, 60th, 97th Regiments of Foot and the Rifle Brigade, to which I have added my own experience in the Active Militia of Canada, in the positions of Adjutant and Commanding Officer.

September, 1880.

# EXTRACT FROM MILITIA GENERAL ORDERS.

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HEAD-QUARTERS,

OTTAWA, 8th April, 1881.

*General Orders (7)*

## MILITARY BOOK.

The Major-General commanding, recommends to the notice of Officers Commanding Battalions and Corps, a book recently published by Lieut.-Col. Otter, Queen's Own Rifles, Toronto, entitled "The Guide," a Manual of Interior Economy, etc.

By Command,

(Signed) WALKER POWELL, Colonel,  
*Adjutant-General.*

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# PART I.

## INTERIOR ECONOMY.

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### SECTION I.

#### PRIVATE SOLDIERS.

The Active Militia, being her first line of defence, Canada has to depend upon it for the suppression of all internal disorders, and, in case of sudden invasion or war, must look, for a time at least, to that force alone for protection.

Under these circumstances the Militiaman, whatever may be his motives for enrolling, whether they be founded in patriotism, military ardour, a passion for display, or a desire for recreation, should bear in mind that from the moment he is attested he becomes a soldier and a servant of the state, and as such, parts for a time with the privileges of citizenship, having no will of his own, no liberty of action, no unrestrained freedom of speech. This is, no doubt, a severe trial to begin with, but it must be endured, for rigid discipline and perfect steadiness are indispensable in the ranks, and these can only be assured through the prompt resignation on the part of the soldier of all the license he may have enjoyed before entering the force.

He should understand that subordination, in the most exact signification of the term, is his first and greatest obligation, as without it he is more dangerous and vexatious to his friends than to his enemies ; he degenerates into a brigand, and controverts the fundamental principles that gave him professional existence—the peace and safety

of the commonwealth. By subordination, as by a universal intelligence, parts apparently the most diverse and discordant are operated on and combined in the strictest unison, with ease and advantage. The submission of the individual will produce uniformity and energy in the whole, and enable the directing power to work for the public benefit. By and under this beneficial influence immense bodies of undisciplined soldiers have been overthrown and destroyed by comparatively insignificant bodies of better instructed men, and surely none but the most infatuated can feel repugnance at obeying instructions calculated to ensure at once safety and conquest.

A well-known officer says that "the only true method of maintaining an army by voluntary enlistment is to make it popular, not only in the ephemeral sense that people will cheer it when parading the streets on its return from a successful campaign, nor in that sense, that the ordinary toasts at public banquets shall be received with cheers, but in the only sense in which it can be of any practical value by inducing young men to surrender their liberty for a considerable portion of their lives, to enter its ranks, submit to its discipline, and endure its hardships, for the honour and safety of their country."

Obedience is the first duty of a soldier, and should be rendered unhesitatingly; orders should not be questioned, nor the advisability of instant compliance with them be made a subject for discussion. The action of obedience should be mechanical in the quickness with which it follows the order received, although in carrying it out the soldier can prove that he is something more than a mere machine by the intelligence he displays in executing it.

Soldiers should be obedient and respectful to all Officers and Non-commissioned Officers, attentive to their drill,

silent, when in the ranks, clean in their persons and careful to keep their arms and accoutrements in good order.

No soldier should speak slightly or disrespectfully in any way of an Officer or Non-commissioned Officer, nor should he ever reply when in ranks if checked for neglect or irregularity. His thinking himself aggrieved will by no means excuse disobedience or disrespect, but his complaint, if made afterwards in a regular and respectful manner, will be attended to (see "Complaints.")

Cursing and swearing, and the use of blasphemous and indecent language should never be indulged in. None but the most depraved minds can find pleasure in the use of brutal expressions.

Drunkenness is a most serious crime and renders a soldier unfit to be trusted. Those bearing such a character should be debarred from all indulgences, and receive severe punishment.

## SECTION II.

### NON-COMMISSIONED OFFICERS.

The accurate execution of the greater part of the duties of a Battalion is in a great measure dependent upon the alertness and skill of the Non-commissioned Officers.

The requisites for a good Non-commissioned Officer are sobriety, activity and zeal in the performance of duty, strict attention to the execution of, and obedience to, every order which may be given, vigilance and undeviating exactness in requiring from his juniors and the men, full and perfect performance of all duties required of them. He should be particular in his dress and a constant observer of passing occurrences, that he may obtain a

knowledge of the customs and rules of the service, and be thereby enabled to act with certainty and decision when placed in situations of charge and responsibility. He requires to be a good drill, able to write orders distinctly, and make out all returns and states correctly.

Non-commissioned Officers should consider themselves upon duty at all times when in uniform, and maintain a constant supervision over the men, particularly of their own companies and sections; they should assist the recruits, tell them the best men to associate with, and prompt, by their influence and example, the steady men and old soldiers to treat the recruits kindly, set forth to them the consequences of misbehaviour, teach them military habits, punctuality at all parades and duties, and the necessity of obedience to orders, and impress on their minds the maxim, that, right or wrong, soldiers should first obey, and if aggrieved complain afterwards.

A Non-commissioned Officer should never under any circumstances, speak to or argue with a soldier under the influence of liquor, but at once take steps to have him confined.

A Non-commissioned Officer should never permit, even in joke, indecent or blasphemous language to be used in his presence by any soldier, much less offend in this respect himself; he should endeavour to preserve good order and correct behaviour among the men at all times.

Non-commissioned Officers should not connive at or conceal irregularities.

Non-commissioned Officers should not refuse to take a soldier before an Officer when asked, unless the Non-commissioned Officer is on duty, or the soldier is guilty of some offence for which he should be confined.

Promotion should depend entirely upon merit, and al-

though length of service may give claim for consideration, it should give no claim whatever for advancement to positions for which the individuals are not otherwise qualified. Such men, therefore, as render themselves most conspicuous by their zeal and ability should always be promoted in preference to those who, although of older standing, do not display an equal degree of merit ; seniority should only be considered where other qualifications are apparent.

The moment Non-commissioned Officers become careless and negligent in the discharge of their duty, however irreproachable their characters may be in other respects, they become unworthy of their rank and an injury to their corps.

Non-commissioned Officers should never be employed personally on any duty of fatigue, nor be seen holding or leading a horse, carrying a bundle, basket, etc., nor appear in any position beneath the dignity of their rank.

Frequent catechetical examinations of the Non-commissioned Officers should be made by the Adjutant, and a nominal list kept in the orderly room, on which should be marked the result of each examination, so that those Non-commissioned Officers who are best qualified may be selected for promotion.

The following positions held by Non-commissioned Officers and men of our Militia are *ranks* :

Sergeant-Major.\*

Quarter-Master Sergeant.

Colour Sergeant.

Sergeant.

Corporal.

Private.

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\* In the Imperial service there is a class called Warrant Officers, who are inferior to Officers, but superior to Non-commissioned Officers, and who hold their positions by warrant issued under the hand and seal of

All other positions, such as Hospital Sergeant, Sergeant Instructor of Musketry, Paymaster Sergeant, Orderly Room Sergeant, Sergeant Drummer, Sergeant Piper, Sergeant Bugler, etc., are *appointments*.

When additional Non-commissioned Officers are required to assist in the discharge of company duty, Corporals may be *appointed* to act as Sergeants, and private soldiers as Corporals, these are termed Lance Sergeants and Lance Corporals respectively.

A Non-commissioned Officer or Private, on receiving an appointment, will thereupon be vested with the rank attached to that appointment, and this rank will be his permanent grade. The rank attached to any appointment is indicated in the title of such appointment; in the case of Sergeant Instructor of Musketry, Sergeant Bugler, etc., it is that of Sergeant.

A soldier may be removed from his appointment by order of his Commanding Officer, and will, in that case, revert to his permanent grade, remaining as a supernumerary in that rank until absorbed into the first vacancy, always providing that if his grade is higher than a Corporal he is qualified to perform the duties of the rank, if not, he should be reduced by authority obtained from the General Officer commanding the Militia.

A Non-commissioned Officer reduced to a lower grade will take rank and precedence in the lower grade from the date of the signing of the original sentence of the Court

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the Secretary of State for War. In the Infantry, the Sergeant-Major and Bandmaster are warrant officers, but as this class does not exist in our Militia, the Sergeant-Major remains a Non-commissioned Officer, and the Bandmaster may be a civilian, entrusted with the instruction of the Band and permission to wear a special uniform, without rank or command, or a regularly enrolled Non-commissioned Officer.

Martial, or, in case of reduction, by order of the General Officer commanding the Militia from the date of such order.

An acting Non-commissioned Officer of whatever rank can be ordered by his Commanding Officer to revert to his permanent grade. The permanent grade of a Lance Sergeant is Corporal, that of a Lance Corporal is Private.

Non-commissioned Officers may, with the consent of their Commanding Officer, resign their rank and revert to the rank and position they formerly held, but they are not allowed to do so in order to escape trial by Court Martial, without the special sanction of the General Officer commanding the Militia.

Non-commissioned Officers take seniority with one another as under, those bracketed together according to date of promotion or appointment: those to whose titles an asterisk is prefixed are not entitled to assume any command on parade or duty except over such Non-commissioned Officers or men as may be specially placed under their orders. In matters of discipline, however, they will at all times exercise the full authority attached to their ranks.

1. Sergeant-Major.
2. Quarter-Master Sergeant.
3. { Colour Sergeant.  
Sergeant Instructor of Musketry.  
Sergeant.  
\*Hospital Sergeant.  
\*Paymaster Sergeant.  
\*Orderly Room Sergeant.  
Sergeant Drummer.
4. { Sergeant Fifer.  
Sergeant Piper.  
Sergeant Bugler.

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	Pioneer Sergeant.
	*Canteen Sergeant.
	Sergeant of the Band.
	Provost Sergeant.

5. Lance Sergeant.

6. Corporal.

7. Lance Corporal.

Paymaster and Orderly Room Sergeants in the Imperial Army, after a certain number of years' service in those appointments, obtain increased pay, with rank of Colour Sergeant and also Quarter-Master Sergeant.

A Colour or Quarter-Master Sergeant, if appointed to either of these positions, does not lose his rank, but remains classed among those holding such ranks according to date of appointment.

#### SERGEANT-MAJOR.

The Sergeant-Major takes precedence of all other Non-commissioned Officers. His position being one of the greatest responsibility and importance he should be treated with every possible respect, and never be addressed by the Non-commissioned Officers and privates without the appellation of "Sir." When Non-commissioned Officers or privates are speaking to him, they should stand at attention.

He is the assistant to the Adjutant, under whose immediate orders he acts. Avoiding interference with the interior discipline of the companies, he can be of immense service by a general watchfulness, bringing to the notice of the Adjutant any departure from regimental orders in the conduct of fatigues, of guards and sentries, of escorts, of drills, of men walking out of barracks, etc., etc.

He should conduct himself so as to merit the respect of every individual in his Battalion, and be an example of activity and soldier-like conduct.

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As the well-being of a Battalion depends so much upon his conduct, he should be a man of sound sense and judgment, of a good temper, and kind, but firm in the execution of his duty ; he should possess a knowledge of the characters and capabilities of all the Non-commissioned Officers and men.

He keeps the rosters of all duties for the Non-commissioned Officers ; he gives out to the Orderly Sergeants of companies the orders and detail of duties for the following day ; he parades all guards, escorts and picquets for the inspection of the Adjutant, and at *Tattoo* he parades the Orderly Sergeants of companies and collects their reports, reporting to the Orderly Officer on duty ; he also attends at the orderly room with prisoners.

He should keep accurate lists of defaulters, and see that they do not escape the punishment awarded, and that they are properly drilled and dismissed at the hour appointed. He should see that a list of all men confined to barracks is kept in the Guard Room, the Canteen, and at the Gate. He should see that the written orders for the Guard are perfectly legible, and be responsible for the committal and release of all prisoners to and from the guard room, cells and military prison at the proper hours.

The Sergeant-Major is entitled to a servant.

An Assistant or second Sergeant-Major may be appointed when the duties are very heavy, to assist the Sergeant-Major, ranking immediately after him.

#### QUARTER-MASTER SERGEANT.

The Quarter-Master Sergeant is the immediate assistant of the Quarter-Master in all his various duties, and should as well as the Sergeant-Major, be a model of good conduct and respectability.

He should be present at the issue of all regimental stores, rations, fuel and ammunition, and should superintend the removal of the same when necessary ; also attend to the cleaning of Barracks or Camp ground.

He should daily visit the barrack rooms, cook houses, or trenches, latrines, ash and refuse pits, and workshops, reporting any irregularity to the Quarter-Master ; also attend Barrack or Camp Inspections, to see that no improper charges are made against his Battalion.

Under the supervision of the Quarter-Master, he should have charge of the camp equipage, the regimental baggage of his corps, and the regimental reserve ammunition, also the superintendence of the loading and conveyance of the same when on the line of march.

The Pioneers are under his orders.

#### COLOUR SERGEANTS.

Colour Sergeants, who stand in the position of Company Sergeant-Major and Quarter-Master Sergeant, should be irreproachable in their conduct, zealous and attentive in the performance of their duties, taking a pride in the cleanliness, soldierlike bearing and dress of the men of their companies, and attentive to the good order of their barrack rooms or tents.

Colour Sergeants report direct to their Captains upon all subjects connected with the payment and general discipline of their companies.

They should be held responsible, that the crime reports of prisoners are made out for the Captain's signature, also that the Duty Rosters of their companies are kept with the greatest exactness, and for the charge of all spare arms and accoutrements.

They should keep the accounts between the men and

the Captain, and attend at the taking or giving over of barracks to be occupied or vacated by their companies, the drawing or exchanging of bedding or barrack utensils, also at all barrack and kit inspections. On these occasions they should note all damages or deficiencies in the different rooms or kits. When a man is absent without leave for twenty-four hours an inventory of his kit should be taken by the Colour Sergeant.

The following rolls should be kept by Colour Sergeants to assist them in the discharge of their duties :—

1. A daily account of rations drawn for the company, kept in tabular form in a book. All changes or casualties should be carefully noted down in the column for remarks. In the same book should be kept a roll of men admitted to and discharged from Hospital or in confinement, with the dates of admission and discharge ; also the total number of days in Hospital.

2. An alphabetical roll of the company, showing date of each man's enlistment, age at original enlistment, country, religion, trade, and present height.

3. A company clothing roll, showing what articles have been issued to each man.

4. A roll showing the number of arms, accoutrements, etc., in each man's possession. In the column of remarks should be entered all damages to the arms, etc., which have been noted at any inspection, and to whom these are chargeable.

5. A miscellaneous book in which should be entered an account of the distribution of the company's bedding, showing the number of sets in each man's possession.

6. A distribution of the washing for the men.

7. An account of necessaries drawn from regimental

store, giving the date of drawing, and the price of each article.

8. A casualty state of the company, carefully noting in the column of remarks all changes that may take place in its strength.

9. A list of men sleeping out of barracks.

10. A roll of Non-commissioned Officers, with the dates of their promotions.

11. An alphabetical roll of the company (including attached men) for muster parade, with the cause of absence from parade marked in ink opposite the man's name.

#### NON-COMMISSIONED OFFICERS IN CHARGE OF SECTIONS.

The Non-commissioned Officer in charge of a section or sub-section should be responsible for the good order of his men's appointments, and know the condition of every man's kit, what part of a man's necessaries are old and what new ; also, what articles require repair, and that such things as may be marked for repair, at any inspection, are repaired accordingly. If a man's appointments are out of order or not properly cleaned he should set him to work at them after parade, and not permit him to leave the barrack room, except on duty, until they are in a proper state.

All damages and losses in barracks, rooms, or tents, should be traced to the individuals and reported to the Colour Sergeant ; general charges for barrack damages are to be avoided as much as possible.

He should report every occurrence to the Colour Sergeant and the Officer in charge of the half company, and be present when the former makes an inventory of an absentee's kit.

The Non-commissioned Officer in charge of a room or tent should keep the Roster for the Orderly men of his room or tent, and be held responsible that the room or

tent be thoroughly cleaned, swept and ventilated, the beds properly folded, and everything in order within half an hour after *Reveille* sounding. He should inspect each man's berth on these occasions, and see that the accoutrements and clothing are all arranged according to orders. He should see that a correct roll of the men of his room is suspended at all times behind the barrack room door, and that the men sit down to their meals properly dressed. He should see every man in bed, the water can filled with water, and every precaution taken against fire by the time *Lights Out* is sounded.

The Non-commissioned Officer in charge of a section or sub-section of a company of the Active Militia should keep a book containing the names, (residence and business address) age, height, date of enlistment, etc., of the men in his section or sub-section, and be responsible that they are warned for parades and other duties, as well as having a general supervision over them as already described.

#### HOSPITAL SERGEANT.

The Hospital Sergeant is under the direct orders of the Surgeon, to whom he reports any irregularity or deviation from the Standing Orders connected with his department which may come under his notice (see "Hospital.")

#### SERGEANT INSTRUCTOR OF MUSKETRY.

He should assist the Officer Instructor, under whose immediate orders he is placed, in all his duties in the Musketry instruction of the Battalion, and to which he is to confine himself exclusively during the season.

He should not be subject to the orders of any Non-commissioned Officer, except as regards discipline, and is exempt from all Garrison, Regimental and Barrack duties,

unless when not actually required for the performance of duties appertaining to his appointment, when he may be employed in any manner suitable to his rank at the discretion of the Commanding Officer.

#### PAYMASTER SERGEANT.

The Paymaster Sergeant is under the orders of the Paymaster, whom he generally assists.

#### ORDERLY ROOM SERGEANT.

The Orderly Room Sergeant is placed under the special charge and control of the Adjutant; he has a general superintendence of the assistant clerks, and everything connected with the orderly room.

He should never speak of any business which may be transacted in the orderly room to any one, except the Adjutant and Sergeant-Major, nor allow the clerks under him to do so.

As the supply of stationery is a heavy charge, the Orderly Room Sergeant should take especial care that no improper or useless consumption thereof be permitted, and that every article of a durable kind be used so long as it is serviceable.

#### BANDMASTER, OR SERGEANT OF THE BAND.

The Bandmaster should be the sole instructor of the band, subject only to the directions of the Commanding Officer and Band Committee; no other should interfere either in the practice or public playing of the band.

The discipline of the band, like that of the drummers, buglers, etc., is in the hands of the Adjutant.

The Bandmaster should make such suggestions to the President of the Band Committee as he may consider

beneficial to the band, with a view to their being forwarded to the Commanding Officer.

He should have charge of the-clothing, appointments, music and instruments, being responsible to the Committee for their safe keeping. He should inspect the instruments at regular periods, reporting to the President whenever an instrument is broken or out of order, and be particular in the care of the music, not permitting any copies of it to be taken without the special sanction of the Commanding Officer.

#### SERGEANT DRUMMER, FIFER, ETC.

The Sergeant Drummer, Fifer, Piper or Bugler is under the immediate orders of the Adjutant; and responsible that the drummers, fifers, pipers or buglers are instructed in every part of their duty, that their instruments are kept in good order, that they practise daily under his superintendence, and that each is capable of performing his duty as a drummer, fifer, etc. He is also answerable for their conduct and general appearance, and keeps the roster of their duties.

He should not permit drums to be beaten, or bugles, fifes or pipes to be sounded other than duty calls, except by orders from the Commanding Officer, Adjutant or Sergeant Major.

On parade he should take charge of the Bands so far as relates to their movements during manœuvres, and in case of danger through frightened horses, or at the instance of the Commanding Officer, should stop the music.

#### PIONEER SERGEANT.

The Pioneer Sergeant is in charge of the pioneers, and should be, if possible, a carpenter by trade. He should

have a thorough knowledge of his own, as well as a good idea of other trades.

CANTEEN SERGEANT.

For duties, see "Regimental Institute."

PROVOST SERGEANT.

A Non-commissioned Officer placed in charge of the Regimental or Garrison Prison, also of the Police.

For duties see "Provost Regulations."

## SECTION III.

### OFFICERS.

Lord Wolseley says, "An inefficient officer is a swindle upon the public."

It is necessary that an Officer should be well informed in the responsible part he has to perform.

The first step a young officer should take towards qualifying himself for command is to learn to obey, and to yield readily to the knowledge and experience of his superiors.

Example is a duty of high importance in every degree of life ; in none of more utility and consequence than in the military profession. This consideration is earnestly recommended to all the officers. It is their example that regulates and determines the behaviour of the Non-commissioned Officers and men.

Officers should always encourage and promote as much as possible healthful amusements amongst the men, and they cannot take too much pains to instil into their companies a degree of emulation and pride peculiar to each respectively, encouraging their men to take immediate cog-

nizance themselves of irregularities reflecting on all. By encouraging such a spirit much will be done towards increasing the efficiency of the force.

Officers should at all times patiently hear any complaint which may be made in a respectful and proper manner by any of their men, and, if possible, apply a remedy, or, in more serious cases, report to the Captain, who, if necessary, will report to the Commanding Officer. A soldier should be always made to feel that his complaint, when well founded, will not be made in vain. Officers, however, are not to permit groundless and malicious reports to pass uncensured ; where malice is apparent, particularly when the complaint is against a Non-commissioned Officer, the person making it, together with his aides and abettors, should invariably be punished. Officers to whom any complaints are made should sift the matter thoroughly.

Officers should endeavour to procure for themselves the confidence of the soldier in every respect. This is only attainable by attention to his real wants, by studying his character and treating him accordingly, by preserving a regular and steady discipline, by the dispensation of reward and punishments with certainty and impartiality, and by showing a decisiveness and fixed rule of action in every matter. Inconsistency and indecision can never command the respect and confidence of the men.

An Officer should never discourage a well-behaved man from at any time seeking his friendly counsel and advice. Such terms between a superior and a subordinate, who from his good conduct is entitled to respect, is unlikely to lead to abuse, but rather to a feeling of confidence and the good of the service.

Officers should at all times be anxious to preserve and uphold, by every means in their power, the authority and

respectability of the Non-commissioned Officers ; no good can ever result in lessening them in their own or the men's estimation ; rather than subject them to severe and public reprimands they should be reduced to the ranks, for a Non-commissioned Officer who will not be attentive to the admonition of, nor be guided in his conduct by the advice of his superior, is unworthy of his position, and the sooner he is removed from it the better for the service.

The most scrupulous punctuality, as to time and place is required from every one concerned in any military duty.

Officers should consider it a material point of duty to pay strict attention to the appearance and conduct of the Non-commissioned Officers and men, as well off as on duty.

Officers are at all times to take notice of any slovenliness, they may observe in guards, picquets, reliefs, fatigue parties or sentries. They should never permit any man to appear improperly dressed, or dirty in his person, or awkward or slovenly in the street, whether of their own or another Battalion, without noticing it, nor should they ever permit a soldier to pass without saluting, or allow a Non-commissioned Officer or private, when talking to them, to stand in a lounging or unsoldier-like manner.

Officers should at all times endeavour to make each individual do his own duty. No sergeant is ever to be required to perform any duty which ought to be done by an Officer ; neither is an Officer to allow a sergeant to put his duty on a corporal ; each must do his own. The chain of responsibility should never be broken.

Officers should be very careful not to reprimand or even speak to a man in liquor more than is necessary in confining him, because it can have no good effect. A man in that condition is often led to a reply, and insolence of behaviour, which it becomes impossible to overlook.

Officers should never suffer an answer to be made to an observation upon parade or when under arms. The soldier who behaves in so unmilitary a manner should be immediately checked.

They are especially enjoined to avoid making remarks on any military order or regimental topic within the hearing of Non-commissioned Officers, soldiers or servants, a practice which is at all times injurious to good order and military discipline.

The senior Officer present on parade, at mess, at all times, and in all places, is held responsible that no irregularity or impropriety passes unnoticed by him ; if such occur, he should immediately take proper steps to check or correct.

It is the duty of every Officer to see the garrison and regimental orders daily, and to send for the order book, if not brought to him at the usual hour ; no plea is allowed for ignorance of orders.

If the character or conduct of an Officer should be publicly impugned, he is bound within a reasonable time to submit the case to the Commanding Officer, or to other competent military authority, for investigation.

Officers should at all times appear dressed in accordance with the order of the station or garrison in which they may be serving ; an Officer cannot be too particular in this respect.

#### COMMANDING OFFICER.

A Commanding Officer is responsible to his Sovereign for the maintenance of discipline, efficiency, and a proper system of economy, in the unit under his command ; he is to exact from Officers and men the most implicit obedience to regulations, and he is not only to enforce by command,

but to encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

His authority within his unit is paramount under all circumstances and in every situation of service ; he should give his best attention to promote a good understanding amongst the Officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the unit ; he should explain to the Officers in the most forcible manner, the consequences of allowing themselves to be misled by erroneous notions and false principles of honour, and he should endeavour in the event of any dispute or difference arising, to become the arbiter, and induce all concerned to accept his decision as final.

The Commanding Officer should discountenance any disposition in his Officers to gamble, and also check any approach to practical joking.

Courtesy among military men is indispensable to discipline. Commanding Officers should not only bear this in mind, but they should inculcate the principle in those under their command. Whenever it becomes necessary, in order to check carelessness or neglect of duty, admonition or reproof (unless the occasion demands public example) should be conveyed privately, and whenever it is desirable to reward the zealous and the worthy, the fitting acknowledgment or praise should be bestowed in public.

The Commanding Officer shall take frequent opportunities of personally examining the Officers—more particularly the Subalterns—upon every point connected with their duties in the Field, the Regulations and Orders, the

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Drill and Rifle Exercises, the Interior Economy and Discipline of a Company.

He should see that Officers are practically instructed in the duties of picquets and outposts, in the mode of conducting patrols, and, as far as may be practicable, in the construction of field-works. He should direct the Majors and Captains to take command of the parade, and in his presence exercise the Battalion. The instruction and improvement of his men also form a most essential part of the supervision of a Commanding Officer.

Whenever armed parties are called out for the performance of any unusual duties, Commanding Officers should personally ascertain that the Officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform.

Commanding Officers are responsible and accountable for all public stores of whatever description belonging or appertaining to the units under their command ; the duties with which Officers commanding companies, etc., or Quarter-Masters are charged being performed under the Commanding Officer's control and supervision.

Commanding Officers should cause every order and circular issued for general information and guidance either to be republished in Regimental Orders or otherwise circulated throughout the corps, and thus afford all Officers under their command every facility for becoming acquainted with the current changes in the regulations and orders. Ignorance of published orders should never be admitted as an excuse for their non-observance.

An Officer in temporary command should not promulgate any standing orders, or alter those already in existence without a reference to the Officer under whose immediate

command the corps may be placed ; on the other hand, the Commanding Officer, when absent from his corps, is not justified in issuing regimental orders.

#### MAJORS.

Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the lowest grade. With this view a Battalion is formed into half Battalions, and the companies composing them respectively placed under the immediate superintendence of a Major, who should report to the Commanding Officer as to their state and condition.

It is of importance that the Majors should at all times make themselves thoroughly acquainted with the professional abilities of the whole of the Officers placed under their charge, so as to assist the Commanding Officer in the appreciation of the military requirements of those under his command.

They should also take under their special guidance and instruction all young Officers who may belong to their portion of the Battalion, and extend to them such advice and encouragement as they may seem to require.

The special duties of the Majors are as follows :

1. To maintain a general superintendence of their Half Battalions.
2. To check immediately any deviation from or neglect of orders.
3. To superintend all drills and enforce a rigid adherence on the part of every one thereto.
4. To observe whether Officers adhere to regulation in their dress and appointments.

5. To visit the barracks or lines constantly, seeing whether the rules as to the order and cleanliness of the rooms or tents, passages, barrack-yard, etc., are being observed.

6. To visit the Hospital at least once a week.

#### ADJUTANT.

The Adjutant should generally assist the Commanding Officer in his duties. He is to be considered as the "mouthpiece" of the Commanding Officer, and orders given by him to any Officer of whatever regimental rank, or seniority, under the Commanding Officer's authority, are to be obeyed with the same alertness as though delivered by that Officer in person.

He should be answerable for all the orderly room work, books, returns and orders, and have under his especial direction the Sergeant Major, the Orderly Room Sergeant, Sergeant Drummer, Fifer, etc., and Provost Sergeant. Regulate duty rosters; that of the Officers being under his especial care.

He should be responsible for the discipline of the band, buglers, etc., and take charge of all the regimental drills, but at which only Officers who are his juniors in the Battalion need fall in. Should it be necessary for an Officer senior to the Adjutant to fall in at his drills for instruction, another Officer senior to all should be present.

The drill of all recruits and young Officers should be under his special direction.

The Adjutant should pay particular attention to the instruction of the Non-commissioned Officers; he should also inspect them, together with the band and buglers, before every Commanding Officer's parade.

He should enter into the characters and dispositions of the Non-commissioned Officers and men of the Battalion, so as to be able to assist them with advice and information, when he perceives defects ; and that he may be qualified to recommend the most deserving to the notice which they appear to merit.

He should be the first to set an example to Officers and men in dress, obedience to orders, punctual attendance at parades, alacrity, alertness, and unceasing attention to all the duties of a soldier.

The Adjutant should be constantly vigilant and careful that the orders are attended to and obeyed with the most scrupulous exactness. He should be active and persevering, never taking for granted that anything is right, but constantly seeing that it is so ; informing the Commanding Officer, when he finds neglect or irregularities which it is not in his power to correct.

The dress, appearance, and carriage of the men, both on and off duty, should be particularly attended to by him.

He should parade and inspect guards, and armed parties proceeding on duty, which will then be handed over to the charge of the proper officer.

He should be present during the sitting of Courts Martial, and be prepared, if necessary, to answer to the character of the prisoner, or any other particulars which may be required, taking care that the prisoners and evidence have been previously warned, and that everything is in order, so as to prevent an unnecessary delay. He should also be present at all Courts of Inquiry and regimental investigations of that nature.

Although the Adjutant should not interfere in the interior arrangement of companies, he should take notice

of all deviations from the orders, and any other irregularities he may observe on the part of the Officers, Non-commissioned Officers or men.

There is no circumstance in which the discipline of the Battalion can in any way be concerned which the Adjutant should think foreign to his department, and its general appearance will best evince his zeal and ability.

When the adjutant is on leave, another Officer should be put in regimental orders to take his duty, but when he is only temporarily absent, his duty may be performed by the Orderly Officer.

In corps not having an adjutant, the Orderly Officer of the day (or week) should be detailed in orders to perform the duties.

#### PAYMASTER.

Paymasters are strictly prohibited from applying public money to any purpose not authorized by the regulations of the service. They are not on any pretext or in any shape whatever, to advance, lend or exchange any sum for which they are accountable, nor are they directly or indirectly to derive any benefit from their position, beyond their regular pay and allowance.

It is a Paymaster's duty to bring to the notice of his Commanding Officer any improper or unnecessary issue of pay or allowance.

When drill is performed at headquarters, very little is demanded of him, except calling the roll at muster parades, and checking and certifying to the correctness of the pay rolls as made up by the Officers commanding companies, before they are forwarded to the Commanding Officer.

Paymasters on appointment are given the relative rank of Captain, and after 10 years' service that of Major.

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QUARTER-MASTER.

The appointment of Quarter-Master is one of at least as great importance to the comfort and health of the soldier as that of Surgeon. The services of the latter are only required in exceptional cases, to repair health which has been injured. The labours of the former concern every man in his Battalion, and his duties require a clear head and untiring assiduity. Commanding Officers should therefore be most careful in the selection they make for the post.

The Quarter-Master should receive and take charge of all stores of every description belonging to or for the corps, and issue them on requisition, as may be authorized or required.

He should not deal with the *quality* of supplies, but solely with the gross quantity to be received, and subsequent regimental distribution, after they have been duly passed.

He should be present at the fitting of clothing, and is responsible that it is according to regulation.

The workshops, wash-house and fire department are under his charge ; the latter is to be exercised monthly.

He should be responsible for the cleanliness of the Camp or Barracks, also for all repairs and deficiencies, to ascertain which he must make constant inspection of the same, and when necessary assess the damages.

He has the superintendence of the conveyance of the baggage of his corps, when on the march, and will attend to the loading of it. One fatigue man per company, with the Quarter-Master Sergeant and a Corporal should, if necessary, be placed under his orders to enable him to execute his charge. Upon the receipt of a route for the

march of the Battalion, or a detachment, he is immediately to give notice to the proper authorities and procure waggons, or other conveyance for the baggage; the regulating of which, both previous to, and during the march, demands his particular attention.

He should superintend the issue of all provisions, forage supplies, etc. ; and during the period of annual training in camp afford the Commanding Officer every assistance in the procuring of rations and supplies. He should give timely intimation to the Commanding Officer when a supply of necessaries is required, in order that the regimental committee (a Field Officer and the Officers commanding companies) may be assembled to estimate the probable quantity of each description of articles required.

He should keep in a guard book, copies of all circulars, etc., connected with his department, which may be received from time to time, a letter book containing an impression of all letters written by him, also a stores book showing an account of clothing, arms, accoutrements and equipment, and the manner in which they are distributed. The latter account book should be divided into three parts, viz., an account with the Militia Department, another with the Battalion in general, and the third with the several Companies. All articles issued should be by requisition, signed by Officers commanding companies, countersigned by the Commanding Officer, and for stores returned a receipt should be given or taken, as the case may be.

Quarter-Masters on appointment are given the relative rank of Captain, and after ten years' service that of Major.

#### SURGEON.

The general charge and management of the Hospital and sick of a Battalion is under the direction of the

Surgeon. He should visit the barracks and married men's quarters frequently, and the prisoners in the regimental cells daily ; communicating personally with the Commanding Officer on all points connected with the general health of the Non-commissioned Officers and men.

The Surgeon should send a daily report of the sick to the orderly room ; also inspect every man once a week, and in the event of any man dying, or accident happening, should make an immediate written report of such.

A Surgeon should attend all parades for target practice, and field-days with blank cartridge.

Whenever a soldier is reported too ill to be taken or sent to Hospital, he should be visited by the Surgeon.

The Surgeon should attend with the Quarter-Master at the monthly inspection of the Hospital, and be prepared to attest by his signature the list of damages or losses proposed to be assessed in it, and in the outhouses attached to it.

Upon the receipt of a route for the march of a Battalion, the Surgeon should immediately send to the orderly room the names of such men as it will be necessary to leave behind on account of illness.

The Surgeon should examine all recruits on their joining the corps, and report to the Commanding Officer his opinion of them.

The Surgeon is exempted from serving on Courts of Inquiry or Boards, except Medical, and from sitting as president or vice-president of the regimental mess.

#### CAPTAINS.

Every Officer commanding a company is charged with the arms, accoutrements, ammunition, clothing, and other

public stores, belonging or appertaining to the unit under his command, and for which he is accountable in case of their being lost, spoilt, or damaged, not by unavoidable accident, or actual service.

He is in like manner responsible for the drill and training, and payment of his company, also that the men's messes and necessaries are properly provided, as well as for their conduct and appearance.

He should receive all moneys on account of the pay and subsistence of his company, taking special care that such moneys are expended in strict conformity to regulations, and with due regard to the interests of the soldier.

The payment of the men should be so regulated that they will neither run unnecessarily into debt or be deprived of a fair proportion of weekly pay.

The utmost attention is required from the Officers commanding companies to the cleanliness of the men as to their clothing, arms and accoutrements, and also to the state of their barracks or quarters. Strict adherence to this essential point of discipline will tend to the health and comfort of the soldier and at the same time promote the credit of the service.

They should daily visit their companies' quarters or depute a Subaltern to do so, and particularly attend to their messing, as they cannot too often make themselves acquainted with the situation of their men or their possible comfort.

Captains should personally inspect the whole of the men's kits once a week and superintend the fitting of all clothing.

Every Captain present with the Battalion should pay his own company.

They should attend rifle practice with their companies, and make themselves equally acquainted with the instruction of musketry as with drill.

Recommendations for promotion and indulgence of every kind should come through Officers commanding companies to the Commanding Officer.

Officers commanding companies should never award a soldier punishment merely on the recommendation of a Non-commissioned Officer. They should personally enquire into the case and dispose of it in the presence of the man.

Officers commanding companies are enjoined to instruct young Officers appointed to their companies in all the details for the interior management of the company ; they are expected to be acquainted with the name, character and all particulars respecting every man of the company.

When an Officer takes over the command of a company he should satisfy himself that the arms, stores, etc., are correct, and a certificate is to be sent in to the orderly room stating that the company has been correctly delivered over.

The books to be in the possession of every Captain are specified in Part V., sec. 2. They should be produced in the orderly room at every inspection, tied together, with the Officer's name attached to them.

All books provided for Officers at Government expense should be returned to the Commanding Officer by an Officer on retirement from the service, exchanging his corps, or on promotion.

Defaulter books should always be in the possession of Officers commanding companies.

All returns or states required from companies should be signed by the Officer commanding the company, who is responsible for the accuracy of the same.

In the absence of the Captain all these duties devolve on the Subaltern Officer appointed in temporary command.

#### SUBALTERNS.

In order to establish that chain of responsibility so much enjoined in the Queen's Regulations, and to assign to each Officer an object to which his attention is more particularly to be directed, each company should be divided into four sections, forming two half companies, under the Subaltern Officers, the senior having charge of the right, the junior of the left; if a company is very strong and there are more than two Subalterns it should be divided into as many parts as there are Subalterns; or if there only be one Subaltern with a company he must take charge of the whole company, under the direction of the Captain.

The Officers to whom half companies are entrusted are responsible for the cleanliness of the men as regards their persons, clothing, arms, accoutrements, and quarters.

Subalterns in charge of half companies should be in possession of a roll of the same, containing the names of the men, their respective employments, addresses when on home service; also the number of each man's arms, accoutrements, great coat, etc.

A Subaltern appointed to the command of a company becomes charged immediately with the whole of the responsibility which devolved upon the Captain.

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### SECTION IV.

#### REGIMENTAL ORGANIZATION.

A Battalion should be divided into Half Battalions, each under the charge of a Major, who superintends the Com-

panies of their respective Half Battalions, reporting to the Commanding Officer.

The Staff Officers, viz., Adjutant, Quarter-Master, and Surgeon, report to the Commanding Officer alone.

The Sergeant Major, Band Master (for discipline only), Sergeant Drummer, Sergeant Bugler, etc., Orderly Room Sergeant and Provost Sergeant are under the immediate orders of the Adjutant.

The Sergeant Instructor of Musketry is under the orders of the Officer Instructor. The Quarter-Master Sergeant and the Pioneer Sergeant are under the orders of the Quarter-Master; the Hospital Sergeant, those of the Surgeon.

Officers commanding companies should first report to the Major commanding their Half Battalions upon any subject of importance connected with their companies.

Every officer, upon taking charge of a company, should send to the Commanding Officer a report that he has had the arms, accoutrements, company's stores, men's accounts, etc., given over to him in a regular and satisfactory manner. The Officer who gives over the company should report, in writing, his having done so, and in the event of any deficiency or irregularity mention the circumstance and explain the cause.

The statement of arms, accoutrements, and all public property should be sent to the Quarter-Master for comparison with his books, and signed by him as to their correctness or otherwise. All arms on transfer should be minutely inspected by an armourer.

The foregoing system of transfer is only applicable, however, to permanent and city corps; in rural corps the

captains are responsible to the Officer commanding the District for arms, equipment and clothing.

All applications or reports from companies should be made through the Captain or the Officer commanding in his absence; no Non-commissioned Officer or soldier is ever to be sent to make his application in person to the Commanding Officer.

The several companies of a Battalion should (for the purposes of interior economy) be known and designated by *letters*. During drill in Battalion they should be called by their *numbers*, as told off.

The companies should form on parade according to the seniority of their captains, from flanks to centre, the senior captain on the right, the next senior on the left, and so on, but for the purpose of drill and exercise their position may be varied at the discretion of the Commanding Officer.

Each company should be divided into two half companies, under the charge of the Subalterns, who are responsible to the Captain for the condition of their respective half companies, each half company is again divided into two sections, and in very strong companies these may again be divided into sub-sections.

A Sergeant should be told off to each section, who is again responsible for its condition to the Subaltern; and Corporals allotted in proportion to assist the Sergeants in the execution of their duty.

In Barracks, Camp, or at Head-Quarters, the Sergeants of sections should be answerable (together with the Colour Sergeant) for the discipline, arrangement, cleanliness, and regularity of the tents or barrack rooms, regular and punctual attendance at drill, the condition of the

arms, accoutrements, the general state of the clothing, and appointments, and their proper adjustment.

Non-commissioned Officers in charge of sections are to be in possession of a roll of such, containing the names of the men, their respective employments, residences, etc., (when at home) also the number of each man's arms, great coat, etc. In the absence of any Non-commissioned Officer his place will be taken by the one next in seniority.

Nothing in this system, it should be understood, is to prevent a senior Officer or Non-commissioned Officer interfering with or giving orders to any person not belonging to his half company or section, it being an established axiom of military service that the senior present is at all times in general charge.

Subalterns should, if possible, be equally divided among the companies, and if it be necessary for a Subaltern to do duty temporarily with another company, he should always be returned to his own at the earliest opportunity.

Colour Sergeants should report to the Officer commanding their companies. Sergeants, to the Colour Sergeants of their companies as well as to the Subalterns, and Corporals to the Sergeants of their several sections. Thus the general chain of responsibility beginning at the highest is extended to the junior ranks.

#### ENROLMENT.

By the Militia Act, those under the age of eighteen are not eligible for enrolment, and great care should be taken that none but well conducted and healthy men are accepted; the period of service in time of peace is three years.

Where the several companies are all at Head-Quarters, the following will be found a good plan for enrolling:—

A Board of Officers, consisting of a Field Officer, the Surgeon, and the Adjutant, should be appointed, before whom all recruits should be presented for examination as to their qualification, by the Officer commanding the company they desire to join. On being passed by the Board the recruit is brought before the Commanding Officer, who will attest him and witness his signature to the service roll of the Battalion, at the head of which should be set out plainly the usual conditions of service. In order to obtain full particulars of the recruit an attestation paper (Form I) will be found convenient; this should be filled up and sent to the orderly room.

The recruit should then be put in orders as having been taken on the strength of the Battalion from the date of his attestation, and posted to a company. He is then sent to the recruits' class, and not dismissed therefrom, until the Adjutant reports him fit for duty, when he can be served with uniform.

In rural corps, it may not be possible to carry out this system, but it can be modified to suit circumstances.

In city corps, the oath should be administered by the Commanding Officer of the Battalion; in rural corps, by the Officer commanding the company in which a man is enrolled to serve.

On re-engagement for a further term, the service roll should again be signed, and the oath again administered.

Officers, on being gazetted, should take the oath of allegiance and sign the Standing Orders of the Battalion, agreeing to be bound by the same.

#### DISCHARGE OR TRANSFER.

On completing his term of service in time of peace, a Non-commissioned Officer or man is entitled to a discharge

(Form 2) without giving notice, but there is no provision in the Militia Act whereby a man can claim it as a right until he has fulfilled the terms of his service. Nor can a Non-commissioned Officer or man be dismissed from a corps for irregular conduct until after due investigation and approval from Head-Quarters.

In time of war no Non-commissioned Officer or man can be required to serve in the field continuously for a longer period than one year, unless he volunteers to serve for the war, or unavoidable necessity arises, when he may be called upon to continue his service for any period beyond the year, not exceeding six months.

In the case of a transfer to another corps, a certificate of service, stating length of same, should be given, and whenever a man leaves his corps, either through death, disability, discharge or transfer, his name should be put in orders as being struck off its strength.

#### PAY.

The pay of Non-commissioned Officers and men should be personally issued by Officers commanding companies. On continuous or permanent service, payments are made weekly in arrear, the money necessary being drawn from the District Paymaster by requisition.

The usual system adopted is to pay each man an even sum, say \$1 to \$3 according to rank, at each weekly payment, and on the last day of the month the balance in full, after deducting forfeitures, fines and stoppages.

The last of the month is called "settlement day," and each Non-commissioned Officer and man as he is tendered the balance due him is shown the state of his account in the Pay sheet (Form 3) and if satisfied as to its correctness must then, on receiving his money, sign the same; if he is

not satisfied with the charges against him, he can object to sign the pay sheet and ask to be brought before the Commanding Officer. The Captain signs the "abstract" when all accounts are settled.

The Colour Sergeant should be present at all payments, with his accounts fully prepared, to give every information to those present.

In addition to the pay sheet, a Cash account book (Form 4) should be kept by the Colour Sergeant, in which all sums received by him from whatever source are entered, as well as all payments made. An acknowledgment of these receipts and payments must be recorded in this book against the various items.

The Captain also, should keep a Cash Book and Ledger (Form 5), in which is recorded all receipts and payments in connection with his company.

Officers on continuous or permanent service should be paid monthly in arrear, by cheque from the District Paymaster, their receipts for same being recorded upon a regimental pay list.

For the ordinary annual drill of the Militia Force, a simple pay list, showing the number of days drill and amount to which each officer and man is entitled, with signature receipt for same is all that is required.

A soldier *forfeits* his pay

For every day of absence without leave above five days, under that time it is at the discretion of his Commanding Officer.

For every day of imprisonment awarded by Civil or Military Court, or by his Commanding Officer, or under detention for an offence of which he is afterwards convicted by any of the above.

For every day on which he is in the hospital on account of sickness caused by an offence committed by him.

Forfeited pay is returned to the Government through the pay sheet.

A soldier is *fined* for drunkenness only.

Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in the service, and no deduction should be made from a soldier's pay on account of a fine while other legitimate charges remain unsatisfied.

Fines are not refunded to the Government, but are credited to the Reading Room and Library Fund.

A soldier is placed under *stoppages*

For extra messing, washing, hair cutting, barrack damages, necessaries, hospital diet (except for wounds received in action, or from illness contracted in service with an army in the field), and for replacing articles of uniform or equipment lost, spoiled or damaged by carelessness.

Stoppages are credited to the different accounts above enumerated, and in the case of necessaries, replacing articles of uniform or equipment, the amounts are returned to the Government through the pay sheet.

#### BAND AND BUGLERS.

Bandsmen should be regularly enrolled, and thus placed under the regulations of the Militia force and control of its officers.

The band, etc., should be taught squad drill; they are under the immediate orders of the Adjutant with respect to their drill and discipline, and the direction of the Band Committee and Bandmaster as musicians.

Bands must be dressed in clothing of the same colour as that worn by their Battalions, with the additions noted under "Dress," see Part IV.

Whenever the Band is directed to play at the Mess or any public assembly, it should be properly dressed.

No bandsman should engage himself to play in uniform without the consent of the President of the Band Committee, and the Band should not play anywhere in public without the sanction of the Commanding Officer.

Bands are upon no account to take part in any political, religious or party procession.

Any bandsman habitually misbehaving should be sent to his duty in the ranks, as the Band should always be composed of the best conducted men.

Each man should be held responsible for the instrument entrusted to him, which should never be taken from the band or practice room, unless required for duty, or by special permission.

It is essential that the Band, bugles, drums and fifes, when playing or beating for military purposes, particularly marches, should adhere strictly to the time, which will allow, within the minute, the exact number of steps prescribed in the "Infantry Drill." For this purpose the music of the different cadences should be practised under the direction of the Bandmaster, with the plummet, until the prescribed cadence has been acquired. The Band and the drums should be frequently practised together, in order that, when relieving each other in the quick march, the cadence may be preserved uniformly and uninterruptedly.

The following books of instruction, published by authority, for the Imperial Service will be found very useful in Bugle or Fife and Drum Bands:—The "Infantry Bugle

Sounds," "Instructions for the Fife," and "The Art of Beating the Drum."

#### PIONEERS.

The Pioneers are a small corps of regimental artificers, competent to repair barracks, furniture utensils, etc., or do other mechanical work in a battalion or garrison, and if need be, instruct others in the same. They should be selected mainly on account of proficiency in their trades, and good character; they may also be employed in the Quarter-Master's store or other duty pertaining to that department.

Each company should have one pioneer, and the distribution of trades in a Battalion of ten companies be as follows: three Carpenters; two Bricklayers (one able to plaster, the other to slate) one Smith (able to shoe horses); one stonemason; one Painter and Glazier; two Plumbers and Gas Fitters.

A proper outfit of tools, such as picks, spades, shovels, axes, augers, a saw, chisel, crowbar, etc., should be in their possession.

A Sergeant (a carpenter if possible) should have immediate charge, the whole corps being under the direction of the Quarter-Master.

#### BARRACK REGULATIONS.

Commanding Officers should prohibit the indiscriminate admission of strangers into barracks or camp, and take measures to prevent any but persons of respectable character from gaining access thereto.

During the first week of each month the Quarter-Master should make an inspection of each room to see that the articles in charge are accounted for, such as cots, bedding,

brooms, stoves, etc., etc. ; the number must agree with the Inventory and Quarter-Master's books. The Captain of each company should be present at this inspection.

On the men rising, the beds should be turned up, the rooms swept and made thoroughly clean in half an hour ; and as every man should be sent to the regimental hospital, who from sickness is obliged to keep his bed, no bed should be made down before *Retreat* is sounded. Each man should be answerable for the cleanliness of his own berth ; the orderly men responsible for the cleanliness of the tables, plates, dishes and the room generally ; also the berths of such men as may be on duty. The windows should be kept frequently open. In camp, the curtains of tents should be rolled up if the weather be fine, and in any case the leeward side raised.

The men should not use the barrack sheets, blankets, or utensils, for any other purpose than for which they are intended.

No washing of persons or clothes in the barrack rooms should be permitted.

No clothing, arms, or anything whatever, should be allowed to lie about, but everything should be in its proper place, and regular.

Every barrack room or tent should have posted in a conspicuous place a small and neat label (Form 6), and on the inside a nominal roll of the men occupying it.

When a passage or flight of stairs leads to more rooms than one, the men of each room should take their turns weekly to keep it clean.

No water, dirt or filth should be thrown opposite the barrack doors, in the passage or stairs, or out of the windows, but should be carried to the proper sinks for water, and the receptacles for dirt.

Any man found after *Tattoo* in the barrack room or tent, to which he does not belong, should be confined by the Non-commissioned Officer in charge.

All lights should be put out immediately on the bugle sounding for that purpose after *Tattoo*.

In quartering the Non-commissioned Officers and men in a barrack room or tent, great care should be taken that the arrangement is by sections. Should it be necessary to break up any portion of the sections, as many sections must be kept as complete as possible, instead of detaching a portion from each. Comrades or relatives should be separated as little as possible in quarters.

The men should sit down regularly to meals, cleanly dressed, with tunics or serges buttoned up. No man should be allowed to take his dinner away from the table. The corporals dining at the tables should be responsible for the proper behaviour of every man of their several messes.

Saturday should be appropriated to a thorough cleaning of rooms, windows, passages, etc., by all hands, when the tables, forms and utensils of every description should be scrubbed as white as they can possibly be made. The bedding should be placed outside to air at *Reveille* on Saturday, and be taken in again at twelve, noon. While this thorough cleaning is going on no men should leave the barracks or lines.

On every intermediate day the rooms should be dry scrubbed only.

The following rules respecting the men's rooms should be strictly attended to, in order to ensure uniformity throughout a Battalion.

Basins and plates (when not in use) laid in rows on open shelves at one end of the room, each basin bottom up on a

plate. Tin water pail (filled with clean drinking water) at one end of the table, the washing pail on the floor at same end of the table, brooms, brushes, etc., in brackets under the shelves for plates.

The cots should be turned up (if of iron), every morning immediately after *Reveille* sounding, and removed about one foot from the wall, which will bring them in a line.

The palliasses should then be folded in three, the outer fold to the front, with nothing but the pillow inside, and placed on the bedstead two inches from the head; if attention has been paid to fill all the beds with the same quantity of straw, placed crossways in the palliasses, the requisite uniformity will be obtained. The blankets folded in three, and the sheets folded in like manner to be placed in the centre of the blankets, the ends of the blankets will then be placed over the sheets, and the whole placed on top of the palliasses, with joining in the centre and downwards, the whole to be bound around the centre by a strap with the forage cap, badge uppermost, lying on it; the rug (folded in four) placed on the extreme end of the cots, so as to admit of soldiers sitting thereon during the day, or folded round the blankets of such beds as may not be in use. Articles of clothing, necessaries, etc., are on no account to be placed in the folds of the bed or bedding.

The knapsack or valise should be placed on the shelf, bottom side to the front, over the centre of each man's cot, greatcoat hanging on the right, rifle and bayonet on the left. In tents, the knapsacks or valises should be arranged in a circle, six inches from the curtain pegs, with the greatcoat and blanket folded on top, the head dress over all.

The clothing should be placed as follows: The trousers folded in two, and placed on the top of the knapsack

or valise, red seams to the front, the tunic and serge jacket, neatly folded, will be laid on the top of the trousers, waistband of trousers and collar of tunic to the right, jacket collar to the left, helmet or busby over all, the mess tin on the right.

The towel should be placed over the back of cot ready for use.

The boots, well polished, should be arranged under the fore part of the bed-cot, toes to the front.

The shoe brushes, closed together, should be placed between the boots, with the blacking on the top.

The men's necessities should always be kept in their knapsacks or valises. By necessities is meant shirts, drawers, socks, etc., etc.

Each man's name and company should be written on a card and hung from the shelf over his cot.—(Form 7.)

Every man (when there are racks for arms) should keep his rifle in one particular place, either to the right or left of his cot; the arms should never be taken from the rack, except when the men are using or cleaning them; when there are no racks, the rifles are to be slung on a peg at each man's berth, or in camp round the tent pole, confined at the muzzle in the hoop.

For the Captain's weekly barrack kit inspection, the several articles should be arranged as follows:

The cot will be unfolded to its full length, the valise or knapsack laid on it flat, the upper edge touching the pali-asse with the cap, trousers, tunic and forage cap, neatly folded, placed in the order named; on either side a legging, adjoining the valise is laid the greatcoat folded with the holdall complete and open lying on it, next is laid the

towel folded in four with the socks on either side, then the shirt folded lengthways, then the mess tin, a low boot on either side and at the bottom end of the cot, the cloth and blacking brushes, sponge and oil bottle, blacking tin with lid half off, and soap. Each man stands by the side of his cot in clean fatigue dress.

A field kit inspection is held in the open air on parade and is described in Field Kit Inspection Parade.

#### ORDERS.

Regimental Orders, when issued by the Commanding Officer of a Battalion, should be promulgated on the evening of the day before that to which they refer. The Adjutant prepares the orders under the direction of the Commanding Officer, and signs them "by order" before their issue.

The orders should contain—first, detail of duties called for by superior authority; second, of Officers for regimental duties, names of men taken on or struck off the strength, leave of absence to Officers and their return from leave, such punishments as affect a soldier's pay or service, that is, sentences of courts-martial, fines, deprivation of pay, stoppages for barrack damages, then parades, or anything that has to be generally notified, and, last of all, appointments and promotions.

All general, divisional or brigade orders should be republished, so far as they affect the corps, with the Regimental Orders, for the information of all concerned.

At the hour named for issue the Sergeant-Major should cause "Orders" to be sounded, when the Regimental and Company Orderly Sergeants attend with companies' order books, in which they write the orders from the Sergeant-Major's dictation.

All orders, general as well as Regimental, should be read and explained at evening roll call by the Company Orderly Sergeant, and those of an important nature by an Officer of each company on three successive parades after they are issued, the Orderly Sergeant being responsible that every man upon duty or otherwise absent is made acquainted with them as soon as circumstances admit.

Any orders concerning Officers only, such as it might be inexpedient to publish to Non-commissioned Officers and men, should be sent round by the Adjutant to the different Officers to be returned initialed as evidence that they have received them.

#### LETTERS.

Under regulations of the Post Office Department, letters for or from Non-commissioned Officers and men of the Active Militia, when on active service, can be forwarded between Post Offices in Canada on prepayment of two cents for each letter under half an ounce in weight ; such letters must refer solely to private affairs, certified to by the Commanding Officer, and in accordance with Form 8.

#### CRYING DOWN CREDIT.

The Commanding Officer of a corps should, upon coming to any place where it is to remain in quarters, cause public proclamation to be made that, if the landlords or other inhabitants suffer the soldiers to contract debts, he will not be responsible for their payment.

The usual mode of crying down credit is by means of two Sergeants, accompanied by a drummer and fifer, or bugler, who halt in conspicuous places and proclaim the following :—

“This is to give notice that the Officer commanding the  
—— Battalion will not hold himself responsible for any

debts contracted by the Non-commissioned Officers or men of the corps under his command. God save the Queen."

#### THE HOSPITAL AND SICK REGULATIONS.

The Hospital is in every respect under the entire direction of the Surgeon, who issues such orders as may be necessary for its government.

When a man reports himself sick, the Orderly Sergeant of the company should acquaint the Colour Sergeant, who should inspect the man's kit, and furnish the Orderly Corporal with a list of the necessaries, etc., in the man's possession, which, in the event of his being admitted into Hospital, should be handed over to the Hospital Sergeant.

The Regimental Orderly Corporal or a Non-commissioned Officer detailed for the duty should receive a company Sick Report from the Orderly Sergeants of companies (Form 9), which he delivers to the Surgeon. In the column headed "Surgeon's remarks," should the Surgeon insert the words "medicine and duty," it will be understood that the man is immediately available for any duty that may be required of him. Should "detained" be inserted, he is not available for duty on that day, but should remain in Hospital until *Retreat*, be confined to barracks, and not allowed to enter the Canteen. Should "Hospital" be entered against a man's name he remains until discharged. The company Sick Report is returned to the Orderly Sergeant with the Surgeon's remarks.

Men discharged from Hospital as convalescent are handed over to the Non-Commissioned Officer detailed for the sick at *Retreat*, and by him returned to the respective Orderly Sergeants of companies.

The utmost neatness should be observed throughout the Hospital; all Non-commissioned Officers, when in Hospi-

tal, and not prevented by extreme illness, should be held responsible for the maintenance of discipline in their respective wards.

The Hospital Sergeant should cause all men under medical treatment to be made aware of the regulations to which they become subject when in Hospital, and he should visit the wards frequently during the day to see that these regulations are in no respect infringed, and that all the directions given by the Surgeon are duly complied with.

The Hospital Sergeant, under the direction of the Surgeon, should be responsible for the property of such men as are in Hospital; the moment a man is admitted he should take an account of his necessaries, clothing, etc.; if he has money he will also take possession of it, returning it when the man is discharged from the Hospital.

Gambling of every description should be strictly prohibited.

Any patient who is guilty of disorderly conduct, swearing, insolence to the attendants, or any other impropriety, should be most severely punished.

Should the patients have any complaints to make of their treatment, accommodation, etc., they should state them to the Captain or Subaltern of the day, when those officers visit the Hospital.

The patients who are not confined to their beds should be attentive to the cleanliness of their persons; any reported for irregularity in this respect by the Orderly Officers should be punished.

No man is to take any liquor or tobacco into the Hospital, or to give anything of the kind to a patient without the permission of the Hospital Sergeant.

No soldier or soldier's wife should be permitted to have

any communication with a man in Hospital, except by the special permission of the Surgeon, and in presence of the Hospital Sergeant.

Convalescents, on coming out of the Hospital should not be put on duty the same day, nor are they to leave barracks ; they should attend all parades and roll calls, however, falling in on the reverse flank of their companies in fatigue dress. On a march, when circumstances will permit, the packs of such convalescents as have not yet received certificates of being fit for duty should be carried for them.

The Surgeon should send a return (Form 10) of the sick to the orderly room every morning for the Commanding Officer's information, and a nominal list (Form 11) of sick is likewise to be transmitted to the orderly room every Saturday morning. He should also keep a record of each individual admitted, and discharged from the Hospital (see Books).

The Surgeon should make a minute inspection of the whole of the Non-commissioned Officers and men of the Battalion once a week, on such day and at such hours as may be appointed by the Commanding Officer, for the purpose of ascertaining whether any latent disease exists ; if so, he should personally report to the Commanding Officer. On these occasions the parade should be in bare feet, trousers turned up to the knee, chests and arms bared.

The Surgeon should frequently visit the barracks and messes of the men. He should report as soon as possible to the Commanding Officer any accident or circumstance which may occur connected with his department, and whatever appears to him as being either detrimental to the general health of the men or likely to be beneficial to

it. He should examine the cells and other places of confinement, to see that they are kept in a healthy state for prisoners.

All prisoners for trial by court-martial should be medically inspected by the Surgeon. When a prisoner is admitted into or discharged from Hospital, the word "Prisoner" should be inserted opposite his name.

A guard should be constantly furnished to the Hospital, and the Surgeon should signify to the Commanding Officer the particular orders which he wishes to be given such.

Officers when ill should immediately send an intimation to the Adjutant and Surgeon, who will report to the Commanding Officer. During the continuance of illness an officer should confine himself strictly to the precincts of barracks or quarters, unless permitted to go out for exercise by the Surgeon.

Officers on the sick list cannot resume duty without the permission of the Surgeon.

#### DIVINE SERVICE.

The strictest attention should be given by all ranks to the attendance at Divine Service on Sundays, and the greatest respect paid during the performance of this important duty.

Commanding Officers should afford every facility for the wives and families of the men to attend public worship.

All Officers should attend Church parade, those only excepted who are on duty or have the special leave of the Commanding Officer.

On entering any Church or Chapel, all should be reverential and orderly in their behavior, the Officers commanding companies being responsible that their men proceed at

once to the places allotted them with regularity and without noise. Each company should be seated as nearly together as possible, with their Non-commissioned Officers amongst them, to check and report any irregularity.

After Divine Service no one should move out of his place or make the slightest noise until the Commanding Officer rises, nor attempt to put on his head-dress until outside of the first door of the Church.

Soldiers of the different denominations should be regularly marched to and from their own places of public worship, under the command of an Officer, if their number exceed *thirty*, and in charge of a Sergeant if not exceeding that number; and the Officer or Sergeant should remain with them during the service.

If there are not Officers of the different denominations to march parties requiring an Officer, one should be detailed for the purpose.

In the case where there is no clergyman, the senior Officer should read prayers to the men.

Church parade should invariably be considered a "general parade"; Staff-Sergeants and all regimentally employed men should be present.

#### OFFICERS' MESS.

The establishment of a Regimental Mess upon a well regulated system is an object of the utmost importance and requires the unremitting attention of the Commanding Officer, who is responsible that all the accounts are properly kept and checked, and that each member pays his mess and wine bills regularly.

Every Officer must be a member of the Mess, and every unmarried Officer a dining member. To direct the Mess

establishment a committee should be selected, consisting of three Officers, the President being a Field Officer or Captain.

The Committee should arrange such a system of economical Messing as will enable every Officer to belong to the Mess without inconvenience, extravagant or unnecessary entertainments being at all times discouraged by the Commanding Officer.

A Mess meeting should be held every three months to receive a duly audited statement of the funds, and for the purpose of discussing any proposition that may be brought forward concerning the general management and comfort of the Mess.

Although Officers meet at Mess on a footing of social equality, it nevertheless ought to be distinctly understood that Mess is a parade, and that Officers attending thereat are under the same military discipline and as much under the orders of their seniors, as though they were on a parade under arms.

The senior combatant Officer present is always in charge, being responsible for all that takes place at table and in the ante-room both before and after dinner ; and should any individual persist in disobeying orders after proper warning, he should at once order the person so offending into arrest.

Two Officers should be detailed weekly to act as President and Vice-President. Medical Officers are not, owing to the calls which may be made on them, available for this duty.

The President should be responsible for the correct carrying out of every detail connected with service of the table, and has power to order any Officer, irrespective of rank, to

desist from doing anything contrary to rule. He should if necessary, report any Officer violating rules.

The Vice-President should in every way assist the President in the execution of his duty, and sit at that end of the table which is nearest the point of entrance for servants, etc.

All servants attending Mess should be under the immediate orders of the President and Vice-President.

No Officer (unless on the Mess Committee) should on any account enter the Mess room before dinner is announced.

No smoking should be permitted in the ante-room for a space of one hour before dinner.

On the first bugle sounding (half an hour before dinner) any Officers who may happen to be in the ante-room in plain clothes should at once leave.

After the sounding of the first bugle, or after dinner, no Officer in plain clothes should on any pretext whatsoever enter the ante-room without special leave from the senior Officer present.

No Officer entering the ante-room before dinner (*i.e.*, after the sounding of the first bugle) nor after dinner, should wear his head-dress.

Both on entering and on leaving the ante-room for the night all Officers bow to the senior Officer.

On dinner being announced, the Officers enter the Mess-room without regard to precedence, except that the senior combatant Officer enters first.

The senior Officer present should sit at the centre of the table, right hand side. On a guest night (*i.e.*, on a night when guests are entertained at the Mess) the senior guest usually sits at the right hand of the senior Officer, this place being considered the seat of honour.

Except as above specified, no places are reserved for any Officers at the table, neither do they sit according to rank.

No letters should be opened or notes written at table without the leave of the senior Officer present, the President or the Vice-President.

The practice of Officers taking wine with one another has become obsolete at Mess.

When, at the conclusion of the dinner, the table shall have been cleared and the wine placed before the President and Vice-President (also before the senior Officer and the Officer sitting opposite to him, if the table be long), on a signal from the President the wine should be passed from right to left until each set of decanters reach the point from which the other set started.

As soon as the wine, as above detailed, shall have made the tour of the table, the President should say, "Mr. Vice, 'The Queen!'" the Vice-President saying, "Gentlemen, 'The Queen!'" when, and not before, Officers should rise and take their wine, saying aloud, "The Queen."

As Her Majesty's health is proposed, the Mess butler should give a signal for the band (when present) to play the first six bars of "God Save the Queen."

The wine will be passed round the table as often as the President sees fit; time for passing the decanters to be taken by the senior Officer, the Officer opposite to him, and the Vice-President from him.

No Officer should be at liberty to leave the table before the wine has been passed round twice, without asking leave from the President.

After dinner, smoking at table may be permitted with the consent of the senior Officer present, but this should never occur until the wine has been round at least twice.

When the Officer commanding the forces dines at a Mess, all Officers should rise when he leaves the table after dinner, but it is not necessary for them to follow him therefrom. The Vice-President should not leave his place before the President.

The band should play once a week at Mess (generally guest night) a programme of five or six pieces, with three "extra" pieces, from which latter the senior Officer may, if he pleases, select one or two to be played after the regular programme. The band should begin as the Officers enter the Mess-room, playing the "Roast Beef of Old England," or may begin as the joints are served ; in the latter case the air above named is not played.

One Sergeant, three rank and file, with an occasional assistant (when applied for by the President of the Committee), may be allowed to be taken off the duty roster for the purpose of attending the Officers' Mess, and every other facility should be given by the Commanding Officer to support the respectability of an establishment in which the general comfort of the Officers is so materially concerned.

#### SERGEANTS' MESS.

Whenever possible, a Sergeants' Mess should be formed under the regulations below named, and the supervision of the Adjutant.

The Sergeant-Major should be held responsible for the general regularity and respectability of the Mess ; if not a bachelor, he should frequently visit the Mess. Any irregularity he may observe he should at once report to the Adjutant for the Commanding Officer's information.

A Committee, consisting of one Colour Sergeant and two Sergeants, should be appointed quarterly, who should be

responsible for all funds and general management of the Mess, and should produce, for the inspection of the Commanding Officer each month, the Mess accounts closed up to end of previous month. A caterer, who should be a Sergeant (but not one of the Committee), is to be selected by the Committee and placed in charge of all stores of eatables and liquors.

A Sergeant should be appointed by roster to act as Treasurer for the quarter.

The rate of subscription on promotion or appointment, as also monthly subscriptions, should be fixed from time to time by the Commanding Officer ; a limit, however, is named in the Queen's Regulations.

Mess meetings should be held monthly, the Sergeant-Major to preside, or, in his absence, the next senior Non-commissioned Officer. A statement of accounts, signed by the President, should be submitted to this meeting for audit and approval ; minutes of the proceedings to be recorded and submitted for approval of the Commanding Officer.

All liquors should be paid for to the caterer when supplied ; he should hand over the amount received daily to the Treasurer of the Committee.

All stores, liquors, etc., purchased for the Mess, should be approved by the Committee and paid for on purchase ; the Treasurer should receive all subscriptions and messing bills, and, with his monthly accounts, produce vouchers for all payments ; he should pay over to the caterer the messing money required for the ensuing week.

The messing bills should be paid weekly ; any neglect of this order should be at once reported to the Adjutant for the Commanding Officer's information.

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The Sergeants' Mess should be closed one hour after *Tattoo*, and the key of the Mess-room and liquor store handed over by the caterer to the Sergeant-Major.

The Sergeants should be most particular as to what civilians they introduce to their Mess.

#### COMPANY MESSES.

The regularity of the men's Messes is an object of primary importance, and it should be the duty of the Commanding Officer to see that the soldiers' meals are properly cooked and sufficiently provided.

The rations for each room or tent squad should be drawn separately by the Orderly men, and, after being marked with the number of the squad, given in charge of the Company Cook, who then becomes responsible for their proper care.

As milk, butter and vegetables (other than potatoes) are not issued as a part of the ration, these necessary articles must be purchased by the soldiers, and for that purpose a deduction of from two to five cents a day is usually made from each man's pay to form a Messing Fund, and placed under the control of the Non-commissioned Officer in charge of the room or tent, who buys from the canteen, or persons outside, the quantities required; all accounts should be settled at least monthly.

The room or tent Orderlies attend the cook-house fifteen minutes before the meal hours, and there receive the regular rations for their respective squads, which are taken to the rooms and a fair division made, those for men on Guard, Hospital and prisoners in the guard-room being first sent.

The rations of men going to Hospital are supplied from their rooms on the day of entry. Men in imprisonment (cells) are supplied by the Provost Sergeant.

Men discharged from Hospital receive their meals in that institution on the day of discharge.

When a sufficiently large room is available it will be found more comfortable and economical to establish a general Mess for the company ; in such a case the control of the Messing should be placed in the hands of a Committee appointed by the Captain.

#### REGIMENTAL INSTITUTE.

In every corps there should be established a Regimental Institute for the exclusive benefit and convenience of the troops, and with the following objects :—To supply them with good articles at reasonable prices without in any way interfering with their right to resort to any other available shops or markets, and to organize and maintain the means available for their recreation and amusement.

The profits of the Regimental Institute may be appropriated, under the authority of the Commanding Officer, towards providing newspapers, etc., for recreation room, apparatus for games, prizes for athletic sports, extra messing, etc.

The Regimental Institute will be divided into two branches :—(1) The Refreshment Department, which will include all that relates to the canteen, the grocery shop, and the coffee room. (2) The Recreation Department, which will embrace all that relates to recreation rooms and library, with any branch coffee bar that may be established in connection therewith ; skittle alleys, shooting gallery and theatres, where such exist or can be created.

The Canteen should be maintained on the footing of a well-conducted tavern, for the sale of wines, malt liquors, aerated waters, bread, biscuits, cheese, tobacco, etc. No intoxicating or malt liquors of any description should be

sold before 12 o'clock noon, nor after *Tattoo*, nor during the hours of Divine Service on Sundays ; nor should such liquors be sold at any time to any person appearing to be intoxicated, or on the verge of intoxication. The Canteen should be closed at *Tattoo*.

The Grocery Shop should not be connected or associated in any way with the Canteen (except as relating to its management, either by the Regimental Committee or the tenant, as the case may be), and, whenever practicable, should be in an entirely separate building. No intoxicating liquors of any description should be sold therein. The Grocery Shop should be opened at such hour as the Commanding Officer may determine, and closed half an hour after *Tattoo*.

The Coffee-room should be associated with the Grocery Shop, but whenever practicable a separate room allotted to it, and in any case a partition should be made to divide the two. It should, whenever possible, form an adjunct to the soldiers' recreation-room, and be maintained for the supply of refreshments of the following nature:—tea, coffee, cocoa, non-alcoholic drinks, soup, fish, eggs, bacon, cooked and preserved meats, etc. It should be opened at such an hour as will enable men to have refreshments before the morning parade, and closed half an hour after *Tattoo*.

Regimental Institutes should be managed by a Standing Committee of three Officers, of whom the President shall not be under the rank of Captain, who should be selected by and be under the direction and control of the Commanding Officer. Officers of the Regimental Staff should not be appointed members of the committee.

The duties of this committee are to superintend the whole business of the Institute, to take charge of and dis-

burse its funds ; it must take stock and examine the books monthly, inspect the quality of articles sold, authorize all purchases, and regulate the prices at which articles will be sold.

A subordinate committee of three Non-commissioned Officers may be appointed by the Commanding Officer, to act under the superintendence of the first named committee for the more immediate internal management of the Institute ; this committee has no concern in any money payments or contracts, but it may submit its views to the Officers' committee for consideration.

The selection of a Non-commissioned Officer for the charge of the Refreshment Department, called Canteen-Sergeant, and for which any Sergeant is eligible, rests with the Commanding Officer of the corps. He should be under the orders of the Committee of Officers. His position should be that of steward or salesman, not of contractor, and he should not be permitted to have any interest whatever in the profits of the department.

A Non-commissioned Officer should be selected to act as Accountant to the Canteen, under the supervision of the committee. Both he and the Canteen-Sergeant should receive pay for their services from the funds of the Institute.

In the event of any complaint being preferred against the Canteen-Sergeant, which upon investigation should prove to be well founded, he is liable to removal from his appointment.

The Canteen-Sergeant should be responsible that only such articles as are approved by the committee, the Commanding Officer or his representative, are sold, and of the quality and at the prices fixed by the Officers aforesaid.

Schedules of the articles sold and of their prices should be affixed in conspicuous places in and about the canteen, grocery store and coffee room ; these schedules should be revised from time to time by one of the committee, and visits should also be made periodically to see the schedules are such as have been approved, and that the articles sold are of good quality.

The proceeds for the sale of articles should be handed over daily by the Canteen-Sergeant to the Committee of Officers, which amount should be lodged in a bank or other place of security as the committee, with the concurrence of the Commanding Officer, may arrange.

The Canteen-Sergeant should at all times prevent, as far as lies in his power, rioting or disorderly behaviour in the canteen, and not suffer any gambling, cards or gambling tables to be introduced ; and, further, he should not give credit or trust to, or receive any pledges or pawns from, any Non-commissioned Officer or man, or member of his family.

Defaulters may be permitted to enter the Canteen during fixed hours, say from 7 to 8 p.m.

No civilians or others should be permitted to frequent or in any way make use of the canteen without the knowledge, permission or sanction of the Commanding Officer, and under no circumstances should they be permitted to do so during the hours prohibited by the License Act in force for the time being.

Should it be necessary that licenses be taken out by the Canteen-Sergeants, the cost of such should be charged against the Institute.

The Canteen, Grocery Shop, etc., are to be visited frequently by a member of the committee and the Commanding Officer, and daily by one of the Orderly Officers.

Non-commissioned Officers and soldiers may, at the discretion of the Commanding Officer, be permitted to introduce their male friends into the coffee room on condition that they leave the barracks on the sounding of the first post of *Tattoo*. The person who thus introduces a friend should be considered responsible for his good behaviour. The Commanding Officer is empowered to exclude any individual at any time.

Everything purchased at any of the establishments of the Institute should be paid for at once in ready money, except that pass-book accounts, to be paid weekly, may be allowed for Officers' and Sergeants' Messes, and for the families of Officers and such others entitled to deal thereat, as may be specially sanctioned by the Commanding Officer.

Recreation room, Reading room and Library should form part of the Regimental Institute of the unit to which they are appropriated. Their object is, in conjunction with libraries, to afford to the Non-commissioned Officers and men the means, within the barracks, of employing their leisure hours in rational amusement and the acquisition of useful knowledge, and thus to encourage habits of morality and sobriety.

Recreation rooms should be maintained partly by voluntary subscriptions from the troops using them and partly by a grant from Government.

The management and superintendence of recreation rooms, and the regulation of the expenditure of their funds, form part of the duties of the committee of the Regimental Institute to which they belong. The sub-committee already referred to should recommend to the committee the books to be purchased for the library, and the periodicals, newspapers and games for the recreation rooms ; in

these and all other recommendations they will endeavour to carry out the wishes of the subscribers.

The recreation rooms should be open to all Non-commissioned Officers and men of the corps who are subscribers.

#### OFFICERS' QUARTERS.

It being an acknowledged principle of the military service that seniority of rank gives priority of selection of quarters, an Officer put into possession of quarters by proper authority should not be dispossessed by an Officer of corresponding rank, viz. :

A Commanding Officer by a Commanding Officer.

A Major by a Major.

A Captain by a Captain, or

A Lieutenant by a Lieutenant.

But in all cases a Captain may claim a priority of choice over a Lieutenant, notwithstanding such Lieutenant shall have been in previous possession of the better quarters.

Officers should be quartered as near as possible to the men, and in as large a proportion as circumstances admit.

No Officer should under any circumstance be permitted to establish a right to a military quarter he does not occupy, nor should he at any time transfer his quarters, or any part thereof, to any other Officer, except with the special permission of the Commanding Officer.

When Officers are detached on duty, or when they receive leave of absence for a period not exceeding one month, they are to retain their rooms in barracks ; but when the Officer shall be absent from his rooms, on duty or otherwise, for any period extending beyond that time, the rooms should be given over to the charge of the Quarter or Barrack Master.

The kitchens attached to unmarried Officers' quarters should not be used as sleeping apartments by soldier servants, nor should servants be permitted to keep their arms and accoutrements in these kitchens.

#### LEAVE OF ABSENCE.

The Adjutant being responsible for the correct keeping of the duty roster and all orderly-room returns, it is imperative that he should be acquainted with an Officer's obtaining leave, even from parade.

Subalterns applying for leave of absence should do so (in writing) to their respective Captains, for submission through the Adjutant, for the Commanding Officer's approval.

Officers above the rank of Subaltern and Regimental Staff, wishing for leave of absence, should apply in writing to the Commanding Officer (through the Adjutant) on the day previous to their requiring it. In cases of emergency, only, personal application may be made to the Commanding Officer.

Application for a prolongation of leave should be made in a similar manner.

In all applications for leave, officers should state the reasons for which solicited, their address while absent, and the name of the Officer taking their duties.

Officers going on leave of absence should settle every regimental account previous to their departure.

So long as Officers remain in barracks they should attend all parades and perform all duties, notwithstanding their leave of absence may have commenced.

Officers who receive leave of absence should be present with the Battalion on the day on which their leave terminates. They should report themselves personally on

their arrival to the Commanding Officer before appearing in public, and give notice in person or in writing to the Adjutant.

They should also make themselves acquainted with all orders issued during their absence.

Officers on temporary leave should make good all duties missed during their absence. It is only when on general leave they are exempt from this.

Leave from parade, or leave for a day, should come through the same channel, but verbally or by application made in a Leave book, which in some corps is kept in the orderly room for that purpose.

#### PASSES.

Passes are granted, under the following regulations, to well-conducted soldiers, to enable them to visit their friends or to remain out after hours ; but, except as herein regulated, no soldier should be out of his quarters between *Tattoo* and *Reveille* without a pass.

Non-commissioned officers, not below the rank of sergeant, may remain out of barracks up to midnight without special permission. If they wish to remain out after that hour, they should obtain passes on the proper form, from their Commanding Officer ; but they should not be required to have passes within the limits of the garrison in which they are quartered.

(a) Passes should not be granted for periods of absence exceeding six days. For longer periods a furlough is necessary.

(b) Permanent passes (Form 12) up to midnight should be granted—

(1) To non-commissioned officers below the rank of sergeant.

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- (2) To men with one or more good-conduct badges, or who have had no entry in the Company Defaulter book during the past 12 months.
  - (3) To men who, though not qualified under (2), may, in the opinion of their Commanding Officer, be deserving of the privilege.
  - (c) Well-conducted recruits should be granted passes to visit their friends once a month, or oftener, if possible, from after the last drill on Friday until *Tattoo* on Sunday. If there are no Sunday trains, their passes may extend till after the arrival of the first train on Monday.

No soldier should be recommended for this indulgence unless he has been clear of a Regimental entry one month ; or a Company, two weeks ; and care should be taken that men are not allowed to make a habit of applying for passes too frequently.

Men obtaining a pass should have it recommended by the Officer commanding the company. The passes of men employed should be recommended by their respective superiors. Bandsmen and Buglers by the Adjutant ; Servants' passes by their masters ; and those of Mess servants by the President, as well as by the Officer commanding the Company to which they belong, previous to obtaining the signature of the Commanding Officer.

Permanent passes should be signed by the Commanding Officer. All other passes should be granted and signed by Officers commanding companies.

Non-commissioned Officers should not apply for passes until they have ascertained from the Sergeant Major if they are for duty.

All ordinary passes (Form 13) should be on printed

forms, which should be kept in the Colour Sergeant's possession and filled in by him from time to time, as required. Should the Commanding Officer or Captain refuse a pass, it is to be destroyed and not given to the soldier.

Soldiers on pass are entitled to pay, but no rations, if absent more than one day.

On returning to quarters, the ordinary passes should be left with the Sergeant of the Guard, who enters on the face of them the precise time at which they return, and initials the same, and these passes are sent to the orderly room with the guard reports daily. Permanent passes should always be carried by the holder, and shown when required.

Any soldier who commits himself when on pass should forfeit the like indulgence for double the above qualifying periods.

Men absent on pass for less than seven days should make up their duties.

In case of a man being prevented from rejoining his Battalion before the expiration of his pass, through unavoidable delay of trains or steamboats, he should bring with him a written statement from the station-master or captain of the boat of the cause of the delay, or, in case of illness, a medical certificate, or be punished as an absentee.

Unless an hour is specified a pass expires at *Tattoo* of the last day named in it.

Leave from tea roll-call may be granted by Officers commanding Companies to ten per cent. of the strength of their companies, except on Sundays, when double that number of leaves may be granted.

#### SERVANTS AND BATMEN.

The employment of soldiers as servants is an indulgence.

Each Regimental Officer is allowed to have one soldier to attend him, and Field Officers, the Surgeon and Adjutant permitted to have two each, that is, one for himself and a man to groom his horse.

All servants (those of Field and Staff Officers excepted) should be men of the same Company as the Officer whom they attend. They should be of established good character, perfect in drill, and have acquired a complete knowledge of the duties of a soldier.

No man should be taken as a servant without the sanction of the Commanding Officer, application in the first instance having been made to the Officer commanding the Company to which he belongs. Soldiers who are likely to make eligible Non-commissioned Officers should not be taken.

Whenever an Officer dismisses his servant he should inform the Adjutant in writing his reason for so doing for the Commanding Officer's information.

A Register should be kept in the orderly room of all men who have been dismissed for misconduct to prevent their being employed as servants afterwards.

When a servant is once turned away by his master on account of misconduct he should not be employed again unless he has conducted himself, for a period of not less than six months after his return to duty, to the entire satisfaction of the Officer in command of the Company to which he belongs.

No soldier should ever be permitted to work in any part of his regimental clothing, neither should he ever appear partly dressed in uniform and partly in livery.

Officers' servants should answer their names at *Tattoo*. Officers having occasion to send their servants out of bar-

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racks after *Tattoo* should always furnish them with a pass. Unmarried servants should sleep in the barrack rooms and mess with their Companies, and all servants should return to their duty when their masters are on leave of absence for more than three days.

All servants, with the exception of those of mounted Officers, should attend all general parades ; they should mount guard with the Officer they attend and perform their share of that duty ; there should be special drill for them at least one day in the week.

If an Officer is ill his servant should be excused from all parades as long as he is on the sick list.

Officers' servants should keep their arms, appointments, and clothing in good order, and be ready to turn out, like other soldiers, at any moment.

In connection with soldier servants the term "batman" is frequently used. Formerly these were men hired in time of war to take charge of Bat or baggage horses, but latterly the word has in the service been applied to soldiers who performed odd chores for Sergeants in their own time, without being relieved from duty, as is customary with officers' servants.

## PART II.

# DUTIES.

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### SECTION I.

#### ROSTER OF DUTIES.

Duties, or the proper performance of them, are the most important part of a soldier's training, be he Officer, Non-commissioned Officer, or Private.

In all duties, whether with or without arms, and whether performed by corps or by individuals, the roster should commence with the senior.

Duties are thus classified :

1. Guards, 1st of the Sovereign ; 2nd, of Members of the Royal Family ; 3rd, of Viceroys ; 4th, of the Captain General, or Governor of a colony ; 5th, of the Commander in Chief at home or abroad.
2. Divisional duties under arms.
3. Brigade or garrison duties under arms.
4. Regimental duties under arms.
5. Courts Martial, 1st, General ; 2nd, District ; 3rd, Regimental.
6. Boards, or Courts of Enquiry, 1st, Divisional ; 2nd, Brigade ; 3rd, Regimental.
7. Working parties.
8. Fatigue duties.

These are divided Regimentally into duties for Officers, and for Non-commissioned Officers and men.

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OFFICERS.

- a. 1st, Guards ; 2nd, Escorts ; 3rd, Picquets.
- b. Courts Martial, 1st, Divisional ; 2nd, Brigade ; 3rd, Regimental.
- c. Boards and Courts of Enquiry, 1st, Divisional ; 2nd, Brigade ; 3rd, Regimental.
- d. Working parties.
- e. Orderly duties.
- f. Fatigue duties.

The Officers' duty roster (Form 14) is kept by the Adjutant, who should have one for Garrison and another for Regimental duties, the former taking precedence of the latter.

Officers on duty of all descriptions should attend all parades and perform all other incidental duties, so far as they do not interfere with the special duties for which they have been detailed.

When an Officer's tour for more than one duty comes on the same date he should be detailed for that duty only which has the precedence in the classification already given. When an Officer is actually in the performance of one duty and his tour for another duty occurs, he should not make good that other duty, but his tour is to pass him, *i.e.*, he receives an "overslaugh." An Officer detailed as in "waiting" is not entitled to count a tour of duty.

No "overslaugh" should be allowed for one of two duties which come round on the same date when such occur through an Officer having exchanged duties or when he is making up duties at the end of the roster.

An Officer detailed for one duty can also be detailed for such other duties as his Commanding Officer may think he can consistently perform with the proper discharge of the first mentioned duty.

Attendance at a Court Martial the members of which shall have been assembled and sworn, should be reckoned a duty, though the Court should be dissolved without trying any person. On any day on which a Court Martial is not actually sitting its members should, without further orders, be considered available for parades or other duties; they should not, however, quit the station without the authority of the General or other Officer commanding, until the Court shall have been dissolved. This is also applicable to Courts of Inquiry and Boards.

A Guard, escort, picquet or fatigue party is only entitled to count a tour of duty when it has marched off the ground where it may have been ordered to parade.

A "Brevet" Officer should perform all Regimental duties according to his Regimental rank—Garrison duties according to his Militia rank.

Guards of Honour should be furnished regimentally.

When an Officer returns from short leave of absence and has to make up duties, he should make up one at the end of each roster. When an Officer has to make up duties he should only make up as many duties of each kind as any individual Officer has done of that kind during the period of his leave.

The Officers for duty, and those in waiting as next for duty, should always be mentioned in the orders of the day.

Officers should not be allowed to exchange duties without the permission or the authority of those by whom they are detailed; the application to be made in writing to the

Adjutant, signed by both Officers, and before the name of either party has appeared in orders.

No armed party, consisting of more than thirty men, should be allowed to proceed on any duty unaccompanied by an Officer.

NON-COMMISSIONED OFFICERS AND MEN.

*a.* Guards.

*b.* Escorts.

*c.* Picquets.

*d.* Working parties.

*e.* Orderly.

*f.* Regimental fatigues detailed from orderly room.

*g.* Company fatigues, orderly men of rooms, stairs and passage orderly, ration carriers, etc.

The Sergeant-Major should keep the duty roster of the Non-commissioned Officers and men (Forms 15 and 16), detailing the former by name, and the latter by the number required from each company for the duty. The proportion that each company is able to find for duty, he learns from the duty state (Form 17) which is furnished to the orderly room weekly.

The Orderly Sergeants keep their companies' rosters (Form 18), and should have their Orderly Corporals present as witnesses, when they warn the men individually for their several duties, which should be done at the evening parade, or at the tea hour.

In detailing fatigue parties, the Sergeant-Major should name those first which are liable to be first wanted.

When more than one description of duty or fatigue is detailed from the orderly room, the men should be taken off the company roster in the same order as the fatigues ;

*i.e.*, the first men for duty will be for that fatigue first named by the Sergeant-Major.

If, after the issue of the usual detail for the day following, a fatigue party should be unexpectedly called for, the men first on the roster for regimental fatigue should be taken, even though they should have been previously warned for another fatigue.

Except in cases of necessity, men should not be taken for duty within a shorter interval than two hours after guard, or one hour after meals.

As a general rule Non-commissioned Officers and men on escort, or giving evidence before a Court Martial, should not make good any guards, picquets, or fatigues, when it has passed their turn in the roster. Cooks, servants, and employed men should be exempt from duties.

Non-commissioned Officers and men on duty or "in waiting" should not be permitted to leave their quarters.

## SECTION II.

### DAILY ROUTINE OF DUTIES.

In all garrisons and camps the hours for the "*Reveille*," "*Retreat*," and "*Tattoo*," throughout the year are regulated as follows:—

REVEILLE.	RETREAT.	TATTOO (LAST POST).
Varying from 5 A.M. in Summer to 7 A.M. in Winter.	At  Sunset.	At 10 P.M. except where otherwise specially ordered.

The time for sounding these calls is to be taken from the

main or other guard—to be named in garrison orders—or from the firing of the station gun, where there is one.

Daily duties commence at *Reveille*; weekly duties at same time on Mondays.

All daily and weekly states, reports and returns, should be sent into the orderly room by 11 a.m.

On *Reveille* being sounded, the Non-commissioned Officers and men rise and dress, and the roll is called by the Orderly Sergeant of the Company, who notes men absent or reported sick. An hour after *Reveille* sounding every man should have his bed made up; the rooms or tents should be swept and cleaned, windows opened, or tent curtains rolled up, unless in rainy weather, and the urine tubs emptied and placed at the appointed spot with clean water in them. The Subaltern of the day, with the Regimental Orderly Sergeant, should visit the rooms to see that this order has been obeyed.

At 6.45 all men off duty should parade and drill for one hour; men attending instruction drill and recruits should also parade for drill at this hour. Orderly Sergeants should attend at the falling in.

At 7 the rations of bread and meat should be issued, when the Regimental Orderly Sergeant should see that the Orderly Corporals and Orderly men of Companies are paraded, properly dressed in fatigue clothing, and report to the Orderly Officers of the day who attend, together with the Quarter-Master, and remain until the issue is completed; any complaints respecting the rations should be made at their issue through the Orderly Corporals of Companies to the Orderly Officers (see Rations Parade). Vegetables and groceries may be drawn at the same time, or, if more convenient, at a later hour.

The Non-commissioned Officer drawing meat for the Company should be held responsible that it is at once taken to the cook-houses from the meat store, and not the barrack rooms.

At 7.45 the warning or quarter bugle sounds for breakfast, when the Orderly Officers, Orderly Corporals with Orderly men, attend at the cook-houses to receive the messes, which are taken to the rooms and there divided, the breakfast for the men on guard, etc., being at once sent off.

At 8 the breakfast bugle should sound when the men sit down to breakfast. During breakfast they should be visited by the Orderly Officers, viz., the Captain and Subaltern of the day, who inquire from each Mess if there are "any complaints," noting the same. These Officers should be accompanied by the Regimental Orderly Sergeant and Corporal respectively, who precede them a few paces and command "attention."

Immediately after breakfast the rooms or tents should be arranged, the Mess things removed, washed and put in their places by the Orderly men.

At 9 the Regimental and other Guards should be inspected and marched off by the Adjutant or one of the Orderly Officers (see Guard Parade).

The Defaulters should also parade at 9 o'clock, and be inspected by the Regimental Orderly Sergeant and also by the Non-commissioned Officers on Gate and Canteen duty, that they may be identified by them, and then drill or work for an hour.

At 9.15 o'clock, the Company Orderly Corporals, with the men who have reported themselves sick, should parade with their kits and be marched to the Hospital by the

Regimental Orderly Corporal, or Non-commissioned Officer detailed for that duty, who should take with him the sick reports and march back those men who may not be admitted. Prisoners are also marched to the Hospital when they report sick.

Fatigue men or prisoners should parade at this hour, and thoroughly clean the barrack yard or camp, drains, urinals, latrines, etc.

At 9.30 the Commanding Officer should attend the orderly room for the disposal of prisoners and other business (see Orderly room parade).

At 9.40 the "Dress" for parade should sound; and at 9.50 the Staff parade should be formed and inspected by the Adjutant, to be immediately followed by the Regimental parade at 10 (see Regimental parade)

At 11.45 the recruits, defaulters and men attending instruction drill, should parade and drill until 12.45, at which time the warning bugle for dinner should sound, the Orderly Officers, Orderly Corporals and men attending at the cook house, as at breakfast. The hour for dinner should be 1 o'clock, the Orderly Officers again visiting the messes as at breakfast, accompanied by the Regimental Orderly Sergeant and Corporal.

At 1.30 the Defaulters parade for drill or fatigue.

At 2 the rooms should be visited by the Regimental Orderly Sergeant, to see that everything is again in order, mess utensils washed, and set in their proper places, rooms swept, etc.

At 2.30 afternoon parade; first-class men may be exempted from this parade.

At 4 the Defaulters should again parade, and drill or work for an hour.

The tea bugle should sound at 5.30, after which the Regimental Orderly Sergeant inspects the cook-houses to see that they have been properly cleaned, and the fires extinguished, and after locking them, should hand over the keys and those of the wash-houses or ablution room to the Sergeant of the Guard.

The Guard, guard-room, prisoners' room, cells, hospital, canteen, shops, wash-houses, cook-houses, should be visited daily by one of the Orderly Officers.

*Retreat* should be sounded at sundown, the Picquet being then inspected by the Subaltern of the day.

*First Post* should be sounded at 9.30 p.m. *Last Post* at 10 p.m., when the Subaltern of the day should attend at the collection of the *Tattoo* reports from the Orderly Sergeants, and again inspects the Picquet; the Regimental Orderly Sergeant and Corporal, and Non-commissioned Officers on Gate and Canteen duty attend this parade (see *Tattoo* parade). The Subaltern should then remain and see lights out, attended by the Regimental Orderly Sergeant, fifteen minutes after *Last Post* sounding.

Between *Tattoo* and *Reveille* no bugle should be sounded, or drum beaten, with the exception of the call, "lights out," the "fire alarm," or other signal in case of a turn-out of the troops.

In case of any serious disturbance taking place at any time in the vicinity of their quarters by day or night, and the "assemble" sounding, a Battalion should fall in with arms and accoutrements.

In the event of fire, the "fire alarm" should be sounded (see Bugle calls). On the call, Officers and men should turn out as quickly as possible, in fatigue dress and proceed as detailed below.

The Guard should turn out and remain under arms ; the Picquet fall in and proceed under the Subaltern of the day to the fire, to keep a clear space, and preserve order and silence. The Fire picquet proceed at once to the engine house for the engine ; if there is none in barracks, then they will act in accordance with the fire orders. The remainder of the Battalion should remain quietly on the parade ground and await instructions.

When a fire engine is in barracks the Quarter-Master should have charge of it. It should be exercised by the Fire picquet every Saturday at noon, under the Subaltern of the day.

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### SECTION III.

#### GUARDS, SENTRIES, ESCORTS, AND PICQUETS.

There is no situation in which soldiers are so conspicuously placed, as when upon guard ; they are then exposed to constant observation, and the honour and character of the corps become, in consequence, more than ever in the keeping of every individual, be his rank ever so humble. Every man is aware of the impression made upon his mind when he sees reliefs marching irregularly, sentries lounging lazily upon their posts, the men of a guard lying about upon their benches, their tunics but half buttoned, their accoutrements disarranged, and their caps carelessly put on ; he never expects to find that such slovens and unsoldier-like characters belong to a Battalion in a good state of discipline. The method of mounting and relieving guard is laid down in the "Infantry Drill," 1896.

Guards should turn out at *Reveille*, *Retreat* and (First Post) *Tattoo*, and be inspected by the Officers or Non-commissioned Officers commanding them.

Officers, Non-commissioned Officers or soldiers should not on any account take off their clothes or accoutrements while on guard.

No man of the guard should ever be seen smoking outside the guard room, or appear with a forage cap on, unless the guard is mounted in that order of dress, or permitted to change to it.

No soldier should be employed in holding a horse, or in any other way unconnected with the orders of his guard.

The meals of all on guard should be brought to them, or if at too great a distance, should be taken and cooked in the guard room.

Should a man be taken ill on guard, a report is immediately to be sent to the Orderly Officer, who should see that one of the waiting men is sent to relieve him at once.

In case of fire or other alarm, it should be reported at once to the Orderly Officer, and the Guard turn out and remain under arms.

When an Officer visits sentries, he should be accompanied by a Non-commissioned Officer of the guard, and when a Non-commissioned Officer visits his sentries, he should take a man or file of men.

Guards, on being relieved, should march to their regimental parades and be dismissed, the Commander, if an Officer, first obtaining leave to dismiss if a senior is on the parade; if a Non-commissioned Officer, reporting his guard to the Adjutant or Orderly Officer.

A Bugler should always be warned, and mount with the regimental quarter-guard.

#### DUTIES OF THE COMMANDER OF A GUARD.

Commanders of guards should make themselves acquainted with the orders of the guard, as also with those of each

post. They should inspect all reliefs, both on going out to their posts and returning from them, and should particularly ascertain that the Corporals themselves are well informed with respect to the orders they are to deliver to the several sentries, whom they should frequently visit, to be assured that they know their duty and have received the proper instruction, specifying in their guard report the particular hour in which they performed these duties. In the reports of all guards should likewise be mentioned the hours when visited by Officers on duty. They should maintain a proper authority, and be responsible that no drinking, swearing or gambling is allowed in the guard room, taking care that all are exact in the performance of their duty, and that no species of irregularity is permitted among the men.

Commanders of guards should remain constantly with their guards, except while visiting their sentries or patrolling the barracks or camp, and they should not enter any public house or place of entertainment: when obliged to leave the guard, they should inform the second in command of the reason of their absence and the probable time of return. In the absence of Non-commissioned Officers—as for instance on a Corporal's guard or party—if anything should happen to the Corporal, the oldest soldier, whether bugler or private, becomes answerable, for the guard or party until a Non-commissioned Officer joins it. The roll should be called at uncertain hours to see that no man is absent without permission.

Commanders of guards should patrol round the quarters at uncertain hours during the night, taking a man if possible with them, to see that all is correct, and that no lights but those authorized are burning.

They should receive all ordinary passes from men coming

into quarters after hours, and enter on the same the time that each individual came in and initial them ; these passes should be sent with the guard report to the Orderly room. Permanent passes should be examined, and if correct returned to the bearers.

They should report all Non-commissioned Officers and men coming into quarters after *Tattoo*, who are not on duty or pass ; if they are drunk they should be detained as prisoners.

They should be responsible that no one but the guard and the prisoners are permitted to remain in the guard house, and should give orders to the sentry on the door not to admit any one except the Officer of the day, or those with rations or clothing, which latter should be examined previous to its being handed to the men.

Commanders of guards receive such prisoners as are made over to them by an Officer or Non-commissioned Officer, and should on no account release a prisoner committed to their charge, without proper authority. A written charge or crime should in all cases be required with each ; but the Commander of a guard should not refuse to receive a prisoner on the ground that a written charge or crime is not given him with the prisoner. It is sufficient for him to know that the prisoner is amenable to military law, and that the person confining him is known and responsible.

If no charge is received against a prisoner by the Commander of a guard within twenty-four hours of his committal, he should take proper steps for procuring it, or report the circumstances to the officer to whom his guard report is furnished, who, if the crime or other evidence sufficient to justify the detention is not forthcoming, will at the expiration of forty-eight hours order the release of the prisoner.

Commanders of guards should minutely inspect prisoners before they are placed in confinement, and take from them any implements with which they can injure themselves or others, or that can be used in any way to facilitate their escape, also all money, jewellery, etc. If drunk, their boots should be removed, except in very cold weather. A Non-commissioned Officer should visit prisoners who are drunk every two hours.

The Commander of a guard should see that the prisoners under his charge, before being brought before the Commanding Officer, are clean and properly dressed, or, if they report sick, are seen by the Surgeon.

The Commander of the new guard, before receiving over the prisoners, should call over their names from the duplicate guard report.

If a prisoner or a soldier of the guard is found to be in liquor, the Commander of the guard should be held accountable for it, as no such occurrence can take place if he does his duty.

The Commander of a guard should direct the Orderly Bugler to sound *Reveille*, *Retreat*, etc., at the proper hours; also for defaulters at uncertain times, at least once an hour, between *Reveille* and *Tattoo*. The first call for defaulters should not be earlier than half an hour after *Reveille*, and the last at *First Post*; but they should not be called at a time when they are supposed to be in their quarters at meals, etc. He should have a list of defaulters and men on pass furnished him by the Regimental Orderly Sergeant.

Commanders of guards should make out a report (Form 20), stating the hours at which they visited their sentries, the hours they were visited by the Orderly Officers, the name of every prisoner confined during the period on duty,

and mention made of authority on which any prisoner may have been released, also a list of articles in the guard house received from the last guard ; each man's name, the number of the post on which he does sentry, and the hours during which he is posted, should be entered in the report ; men should not be changed on the several posts, except for special purposes. Anything unusual occurring during the tour of duty should instantly be reported to the Officer of the day.

A Commander of a guard should be held responsible for the furniture, etc., that he takes over, and should be particular to inspect the several articles when taking them over, and to notify damages in his report.

The Corporal should assist the Commander in the performance of his duties, and to check all irregularities that may come under his notice ; he should post the sentries properly and see that all is correct about and near their posts, and read and explain the orders to those who cannot read.

#### GUARDS PAYING COMPLIMENTS.

Guards should be under arms at all times when armed parties approach their posts, and stand with shouldered arms, and if armed corps (by "armed corps" is meant a Regiment of Cavalry, a Battery of Artillery with its guns, a Battalion of Infantry with or without colours, two Companies of Garrison Artillery, or four Companies of Engineers), they present arms and the Bugler sounds a flourish, Officers saluting ; but they should not pay compliments between the sounding of the *Retreat* and the *Reveille*. Guards need not turn out to unarmed parties. The manner in which guards turn out and pay compliments is laid down in sec. 195 "Infantry Drill, 1896."

To the Governor-General all guards should turn out, present arms and sound a flourish. Guards mounted over the person of the Sovereign, members of the Royal Family, Viceroys, or Governors, do not present arms to those of inferior rank.

Guards should turn out and pay the compliment with the "flourish" to General Officers in uniform. General Officers meeting guards on the march are also entitled to the usual salute in passing.

No Officer under the rank of a General Officer is entitled to the compliment of the bugle sounding a flourish.

When Officers or persons entitled to a salute pass in rear of a guard, the Commander is to cause his men to fall in and stand with shouldered arms turned to the proper front, but no drum is to beat or bugle sound, nor will the guard present arms.

When such Officers pass guards while in the act of relieving, both guards should salute, receiving the word of command from the senior Officer or Non-commissioned Officer present with them.

The colours of a Battalion passing a guard should be saluted with the utmost respect, bugles sounding.

To Commanding Officers the guards of their own Battalions should turn out and "present arms" once a day.

When the command of a Battalion devolves on a Major or Captain, his own guards should pay him the same compliment as is ordered for the Lieutenant-Colonel.

When garrison or other guards, proceeding to or from their posts, meet the Field Officer of the day, they should salute him in passing by shouldering arms.

No Officer who is not dressed in uniform is entitled to the compliment of the guard turning out. The several

members of the Royal Family and His Excellency the Governor-General are excepted from this rule.

Whenever the turning out of a guard is dispensed with by the person entitled to the compliment, the Commander of the guard should remain outside until he has passed.

#### RELIEFS.

The manner of marching reliefs and posting sentries is laid in sec. 198 "Infantry Drill," 1896.

With a relief in single rank the numbers should run from right to left, and as each new sentry steps out the others should close to the right, leaving a place on the left for the last relieved sentry to occupy.

A relief, if in two ranks, should stand as follows:—No. 1, right-hand man, front rank, covered by No. 2; No. 3, next to No. 1, covered by No. 4, and so on— $2 \frac{4}{3} \frac{6}{5}$ .

As each man in succession moves out to go on sentry, the remainder of the men of the relief should move so as to bring the man for the next post on the right of the front rank, and also so as to make a vacant place for the relieved sentry to occupy on the left of the rear rank.

A relieved sentry, when joining a relief, should move into his place round the left flank.

The following is a detailed description of the manner in which men in a relief move, as alternate men move out to go on sentry:—

At No. 1 Post.—No. 1 steps out to relieve old sentry, his rear rank man, No. 2, steps up into the front rank and occupies his place, the remainder of the rear rank covering off 27 inches to the right; by these movements No. 2 is ready on the right of the front rank to step out at the next post, and a vacant space is left on the left of the rear rank for the relieved sentry to occupy.

At No. 2 Post.—No. 2 (right-hand front-rank man) steps out, and the remainder of the front rank takes a pace of 24 inches to the right, and the first man relieved steps into the front rank, at the next post No. 3 moves out, and No. 4 moves up to the front rank, the rear rank moving only to the right, thus leaving the required vacant space on the left of the rear rank for the relieved sentry, and so on.

#### SENTRIES.

For instructions in paying compliments and challenging, see secs. 195 and 199 “Infantry Drill,” 1896.

A sentry is a soldier placed in such a position as to be able to watch the approach of the enemy or unauthorized persons, to prevent surprises, to protect property. Sentries should be placed before the arms of all guards, at the quarters of General and Commanding officers, or over any person or property to be guarded. They should be vigilant at their posts, and at all times be provided, if possible, with written or printed orders, detailing the special duty they are to discharge.

Sentries are generally posted with their knapsacks on for the first and last reliefs.

Sentries should be relieved every two hours; in very severe weather they may be relieved every hour; but *a sentry should not on any account leave his post until regularly relieved.* In case of illness he should pass the word to the Commander of the guard, whose duty it will be to have him relieved.

If a fire breaks out, or other alarm occurs, he should immediately pass the intelligence to the Commander of the guard.

Sentries posted near barrack cells should not be permitted to communicate with prisoners, or have anything

to do with their discipline. They should call the attention of the Commander of the guard to any irregularity, and apprise him if a prisoner desires to see him.

A sentry should never stand to speak to any one while on his post ; but, if spoken to, will answer civilly and walk on. If a person is doing anything contrary to the orders of his post, he should tell them to desist in a quiet and respectful tone, and if this has no effect he should call for the Commander of the guard.

Hospital sentries should not admit any person except the Surgeon, Chaplain, Officers of the corps, persons employed in the Hospital, and visitors at the fixed visiting hours ; the latter should be provided with passes from the Surgeon. They should prevent liquor or any other article being carried into the Hospital without the Surgeon's permission, and not allow any patient to go beyond the prescribed boundaries without a leave ticket. They should also stop persons carrying bundles from the Hospital without a pass.

Sentries mounted over the quarters of a General Officer should be instructed to pay the compliment of "presenting arms" to General Officers only ; to officers below that rank sentries should stand with shouldered arms ; in all cases, however, they should pay the prescribed compliment to armed parties passing their posts.

The sentry at the guard room door should take charge of the prisoners confined in the Prisoners' room and the arms of the guard. He should turn out the guard on the approach of armed parties or the Commanding Officer ; also to Officers of the day.

A sentry should walk his beat in a smart and soldier-like manner, he may stand at ease, opposite the sentry box,

ten minutes in each hour, or in very bad weather enter the sentry box, but not sit down there ; he must not on any account give up his arms or allow them to be taken from him, neither is he to whistle, sing, or smoke.

All orders to sentries should be given through an Officer or Non-commissioned Officer of the guard, and a sentry should never give over his orders to any one, unless in the presence of an Officer or Non-commissioned Officer of his guard.

#### ESCORTS.

Officers, or Non-commissioned Officers, commanding Escorts, should be held strictly responsible for their conduct and appearance, the safe custody of their prisoners, and the security of the stores entrusted to their charge, and should invariably demand a receipt from the person to whom they deliver the same.

The Escort of a prisoner should, as a general rule, consist of one corporal and one private, and parade in tunics and undress caps, with side arms only. Great coats or cloaks may be worn when necessary, and if the escort does not return the same day, the valise should be carried. When parties of two or more prisoners are to be removed from one station to another by railway or other conveyance, the number of privates to form the escort need not in ordinary cases exceed half the number of prisoners.

Prisoners should not be marched handcuffed through the streets, unless absolutely unavoidable, and no covered conveyance can be had.

The subsistence of men proceeding on detached duties should be given to the Officer, or Non-commissioned Officer, commanding the party, by whom it should be

issued daily to the men, care being taken that no claim of landlords or other inhabitants is left unsettled.

Escorts under charge of Non-commissioned Officers should, immediately upon arrival at a military station, be marched to the parade ground for the purpose of being inspected by the Orderly Officer at the station.

On the return of an escort, or detachment, to Headquarters, the commander should report in person if an Officer, to the Commanding Officer, and if a Non-commissioned Officer, to the Adjutant, before dismissing his party, in order that the same may be inspected without delay.

The commanders of escorts should march immediately in rear of their party, which will enable them to have a full view of each individual.

A "conducting" escort used for conducting men from prison, whose sentence has expired, to their corps, consists of a Non-commissioned Officer only.

#### PICQUETS.

A Picquet in barracks is a small body of men detailed for the purpose of quelling any disturbance that may occur among soldiers, either within or without the barracks, for the apprehension of absentees or disorderly soldiers, and maintaining order generally; the tour of duty is twenty-four hours. The men of a picquet are usually allowed to sleep in their own rooms, but if necessary they may be kept together during the night, available at a moment's notice.

The Picquet should parade daily at guard mounting, remaining in quarters during the day, ready to turn out when required. It again parades at *Retreat*, and *Tattoo* (Last Post), and receives from the Orderly Officer the necessary instructions relative to sending out patrols.

When Picquets parade for patrolling, they should wear side arms only.

Patrols may consist of only a Non-commissioned Officer and one private, and it is their duty to make prisoners of all soldiers found drunk or disorderly in the streets or public houses, or men out of barracks or camp after hours without a pass.

A Picquet or Patrol may enter a public house, but should on no account examine any part of the house other than the bar room, unless accompanied by a constable, or with the consent of the proprietor.

It should not on any account interfere with civilians, nor take other than soldiers into custody.

A Picquet should render every assistance to the civil police in the execution of their duty, where soldiers are concerned.

When the "assemble" or "fire alarm" sounds, the Picquet should immediately get under arms. The Orderly Officers should join the Picquet.

No man of the picquet should be allowed to enter the canteen from the time he mounts until he is relieved.

The Fire picquet is detailed to take charge of the fire engine, or if such does not exist, then its duty is to render an organized assistance in case of fire. It will parade in fatigue dress. The Non-commissioned Officers and men detailed for this Picquet should be changed every six months, in order to practise as many as possible in the duties.

#### POLICE.

With a view to maintain order and regularity within the lines of a Battalion, every corps should detail a few steady soldiers to act as regimental Police, under the

charge of the Provost-sergeant, and the immediate orders of the Adjutant. The number of men for this special service should vary according to circumstances, but in ordinary cases three men in an enclosed barrack ought to suffice. The number should never exceed six.

They should patrol the barracks, especially the stables and outhouses, as well as outside the boundaries of the barracks at uncertain hours after dark, observing all irregularities and reporting everything of importance, which comes under their observation.

They should be vigilant to prevent unauthorized persons loitering about the barracks, and report the names of all soldiers seen walking about with disreputable characters.

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## SECTION IV.

### ORDERLY DUTIES.

In each Battalion there should be detailed a Captain, Subaltern, Sergeant, and Corporal of the day, besides Non-commissioned Officers for Canteen, and Gate duty, daily, and a N. C. O. to drill defaulters weekly. In each Company an Orderly Sergeant and Orderly Corporal weekly, and Orderly men of rooms and passages daily.

#### CAPTAIN OF THE DAY.

The duties of the Captain of the day commence at *Reveille*, and last for twenty-four hours, or until he is relieved.

He should be held strictly responsible for the cleanliness and regularity of the barracks or camp, and answer-

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able for the manner in which all parts of the daily duties and interior economy are executed by every individual ; he must ascertain that the duties reported have been actually performed, and this he can only do properly by attending in person, and seeing that those concerned are really engaged in the execution of the duty required of them. He should be assisted in the performance of his duties by the Subaltern of the day, who will be under his orders.

He should be present at the issue of the rations to the Battalion, and see that the bread, meat and groceries are of the proper weight and quality, and in all respects according to contract. If the rations are found inferior immediate report should be made to the Commanding Officer, in order that a Board may be convened if necessary. He visits such portions of the quarters as he may think fit (directing the Subaltern of the day to take the remainder) at the meal hours, and ascertains that the men are all present, the quarters are clean, and if there are any complaints.

He should visit and turn out the Guard by day, see the prisoners, enquire if they have any complaints to make, ascertain that the guard room is clean and everything regular, and the sentries acquainted with their orders ; also visit the Hospital, observe the state of the wards, the regularity of the messing, and the cleanliness of the men.

He should make a report (Form 21) to the Commanding Officer the following morning, stating that he has performed his several duties, with any remarks he may think necessary, and enclose the report of the Subaltern of the day with it.

Should anything extraordinary have occurred during the period of the Captain's duty, he should personally report

the same to the Commanding Officer at the time, besides making allusion to it in his written report. He should not leave barracks or camp during his tour of duty.

Should there not be sufficient officers present with a corps to furnish both a Captain and a Subaltern of the day, one Officer may be detailed for both duties.

#### SUBALTERN OF THE DAY.

The Subaltern of the day comes on duty at *Reveille*, for twenty-four hours, and assists the Captain of the day in his various duties, reporting himself in person to receive his orders.

Within an hour after *Reveille* he should visit the men's rooms to see that the quarters are clean, and the beds neatly folded; that the clothing, necessities, arms, and accoutrements are arranged according to order; that plenty of fresh air is admitted, and the men properly dressed, and all reported present.

He should be present at the issue of the rations to the Battalion and ascertain that they are in all respects equal to the requirements of the contract, and that they are of proper quality and weight. He should then attend at the issue of the rations to the messes by the Quarter-Master, to see that each mess receives its proper quantity, and that fairness is shown in the distribution (see Ration parade).

He should visit the barracks or such portions of them as may be directed by the Captain of the day, at meal hours, ascertain that the men are all present, that the messes are regular, and that the men have no complaints to make concerning them; if any complaint is made he will, after making every enquiry himself, report the matter to the Captain of the day, with as little delay as possible.

If any men should be absent, a written report containing the names of the absentees will be given him by the company Orderly Sergeant, and he will enter their names in his own report.

He should be present at Guard-mounting, and in the absence of the Adjutant inspect the duties, unless some other Officer has been appointed to do so. He should visit the Guard, once by day and once by night, at such hours as may be directed by the Captain of the day. He should inspect the men under arms, ascertaining that all are present, sober, and alert; visit the guard room and prisoners, and see that everything is correct and regular; enquire if the prisoners have any complaints, and see that the sentries are acquainted with, and understand the orders of their posts. If a sentry should be unacquainted with, or misunderstand his orders, he should see that he is properly instructed at once, and find out whether the ignorance of the sentry was the result of neglect of duty on the part of the Corporal who posted him. While visiting the sentries he should be accompanied by the Corporal of the guard. He should see that the meals for the men on guard are carried to the guard room by their comrades or the orderly men of rooms, who should be paraded with the mess-tins containing the meals in their hands, by the Regimental Orderly Sergeant for the inspection of the Orderly Officer, five minutes before the meal hours of the Battalion. He should inspect the old Guard after it is relieved.

He should visit the Hospital, Cells, Cook-houses and Canteen, Coffee Room, etc.; also the Library, School-room, Tailor's and Shoemaker's shops, and see that everywhere there is cleanliness, order, regularity and strict observance of the regulations and orders. He should ascertain if the

sick in Hospital or the prisoners in the cells have any complaint to make, and that the wards or cells are clean and the messing regular. At the Canteen he should see the Non-commissioned Officer on duty, ascertain if any complaints have been made to him, and receive his report as to the good order of all in his charge. At the Cook-houses he should inspect the coppers or kettles while the meals are being cooked, and afterwards see that they are thoroughly cleaned when the meals have been removed.

At *Retreat* he should inspect the Picquet and see that the men are all present and sober; at *Tattoo* he receives the reports and again inspects the Picquet.

At *Lights out* he should ascertain that the lights in every room occupied by the Non-commissioned Officers, privates, and married people, with the exception of the Sergeants' mess, in which gas may be burnt one hour later, have been extinguished.

He should send to the Captain of the day before 9 a.m. the following day, a written report (Form 22) of the performance of all ordinary duties. If it be necessary to report anything extraordinary, the report should be made verbally and at once, and also embodied in writing.

If any portion of the duties be omitted, it should be distinctly so stated in the body of the report. When the omission has been unavoidable no more need be said. If otherwise, the report should be accompanied by a written explanation, to be laid before the Commanding Officer by the Captain of the day.

If the Subaltern of the day should be relieved before the expiration of his tour of duty on account of illness or any other cause, he should make over his duties regularly to the Officer who relieves him; and it is the duty of the

relieving Officer to report that he has received over everything regularly.

He should not leave barracks or camp unless for drill, during his tour of duty. He should remain in uniform and attend all parades and drills with his company, unless specially ordered otherwise.

REGIMENTAL ORDERLY SERGEANT.

The Regimental Orderly Sergeant is appointed daily, for the purpose of assisting in the superintendence of the good order of the barracks or camp, and his term of duty lasts from *Reveille* to *Reveille*.

He should accompany the Subaltern of the day half an hour after *Reveille* to see that the rooms or tents are in proper order, that the men are all present, that nothing extraordinary has occurred, or smoking been allowed during the night, learn what men are going sick ; also see that the urine tubs are emptied, filled with water, and left at the place appointed.

Parade the company Orderly Corporals and men for rations and march them to place of issue.

Parade the defaulters at the hours specified, collecting the reports from the company Orderly Corporals, handing the defaulters over to the Non-commissioned Officer detailed to drill them, with a report of the same (Form 23).

Parade the Non-commissioned Officers for Gate and Canteen duty ; see that the prisoners' necessaries are sent to the guard room, and get a list of men reported absent.

Parade the Orderly men with the meals for the men on guard and prisoners, five minutes before the second bugle for meals, for the inspection of the Subaltern of the day.

Accompany and assist the Captain of the day in his visits to the barrack rooms and other places.

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Parade the sick and see them marched to Hospital.

Parade the company Orderly Sergeants and evidences, so as to be ready in time for the examination of prisoners by the Commanding Officer.

Make out a list of defaulters (Form 24) for the Non-commissioned Officers on gate and canteen duty.

Visit the cook-houses a quarter of an hour before meal hours, to see that the meals are being prepared, and parade the company Orderly Corporals and men, and march them to the cook-houses to receive the meals; visit the cook-houses after tea, and see that they are all clean and the fires extinguished, then lock them up and hand the keys over to the Sergeant of the Guard.

He should visit the canteen frequently, and report any irregularity; also the Non-commissioned Officers on gate duty, and see that the names of defaulters are on the gate and canteen boards.

Make out a list of passes for the Sergeant of the Guard, and deliver the passes to the company Orderly Sergeants.

Attend when the orders are issued and show them to the field and staff officers when the first mess bugle sounds.

Act as Orderly to Courts Martial, Boards and Courts of Inquiry, when no other Orderly is detailed.

Parade the Picquet at *Retreat* for the inspection of the Subaltern of the day, and see that the urine tubs are taken to the barrack rooms.

He should accompany and assist the Orderly Officer to see the lights out at the proper time.

He should not on any account leave the barracks during his tour of duty.

He should send a written report (Form 25) to the Sergeant-Major, stating that he has performed his various duties.

#### REGIMENTAL ORDERLY CORPORAL.

The Regimental Orderly Corporal's tour of duty lasts from *Reveille* to *Reveille*. He accompanies the Captain or Subaltern of the day, during their tour of duty, and assists the Regimental Orderly Sergeant. When no Non-commissioned Officer is detailed to march the sick to hospital, he should do so.

#### NON-COMMISSIONED OFFICER DETAILED FOR THE SICK.

The Non-commissioned Officer detailed for the sick should also be warned daily, and take his duty from *Reveille* to *Reveille*. He should attend the Regimental Orderly Sergeant, and receive over from him all men reported sick, with their kits, march them to the Hospital and remain there until the Surgeon makes his morning visit. He gives the sick reports to the Surgeon who will mark opposite their names, how the men are disposed of. He should then return to barracks and hand to the Orderly Sergeants of companies to which the sick men belong, the sick reports respecting them; these reports should then be given to the Colour-Sergeant. He should also receive from the Surgeon the general sick report, which he takes to the orderly room. He should again visit the Hospital at *Retreat* and march all men discharged from hospital into barracks, delivering them over to the Orderly Sergeants of Companies.

He should not, on any account, leave the barracks, or camp, except in the performance of his duty.

#### NON-COMMISSIONED OFFICERS DETAILED FOR DEFAULTERS.

The Non-commissioned Officer detailed for drilling de-

faulters should parade and drill them at the hours fixed for such drill, or employ them on fatigue if so ordered, taking his instructions from the Regimental Orderly Sergeant. He should not permit defaulters to hold any conversation, not even when standing at ease. He should inspect the kits five minutes before the dismissal of each drill, reporting any deficiencies to the Regimental Orderly Sergeant.

He should be furnished by the Regimental Orderly Sergeant with a list of the defaulters placed in his charge, showing the dates on which each man's punishment commences, and on which it will terminate (see Defaulters).

His tour of duty should be for one week.

#### NON-COMMISSIONED OFFICERS ON GATE DUTY.

Two Non-commissioned Officers should be detailed daily for barrack Gate duty, who should be responsible that no Non-commissioned Officer or soldier pass out of the barrack-gate, unless dressed strictly according to regimental order, and that no one enters the barracks except those duly authorized. Men coming into barracks drunk, whether by day or night, should at once be confined. Men proceeding out of barracks on fatigue should be passed out, or marched by a Non-commissioned Officer. No bundles should be taken out of barracks, except passed by a Non-commissioned Officer. The Non-commissioned Officers at the gate should attend to such local orders as may be given them, and relieve each other every two hours, the last on duty reporting to the Sergeant-Major at *Tattoo*.

#### NON-COMMISSIONED OFFICERS ON CANTEEN DUTY.

Two Non-commissioned Officers should be detailed daily

for Canteen duty, relieving one another every two hours, the duty to commence on the opening of the canteen in the morning, and continue until *Tattoo*. They should be responsible that the canteen is only open at the proper hours, that none are allowed in but those entitled to the privilege, that no man having the appearance of being in liquor is allowed to remain there, and attend to such other local orders as may be given them. Should any riot or disturbance take place in the canteen, the Non-commissioned Officer in charge should send to the Guard and have the offenders confined. The last on duty should parade at *Tattoo*, reporting to the Sergeant-Major (Form 26).

#### COOK-HOUSE ORDERLY.

Where there is no Sergeant-Cook, and the number of Non-commissioned Officers admits of it, a Non-commissioned Officer should be detailed daily to superintend the cooking of the men's meals ; he should begin his duty at such an hour as may be necessary to light the fires. He should be held strictly responsible, that no part of the provisions are made away with, and that no person whatever enters the cook-house, except those on duty. At the sound of the first bugle for breakfast or dinner, the orderly men should receive the rations ; and, after dinner, the Cook-house Orderly should see that the cook-houses, coppers, and cooking utensils are thoroughly cleaned, and then lock up the cook-houses, and hand the key to the Regimental Orderly Sergeant.

#### ORDERLIES.

When a General Officer visits a station, a Sergeant should be detailed as his Orderly.

A private should be detailed as Orderly to the Com-

manding Officer, and another, if necessary, for the Orderly Room. These should be selected daily from the cleanest men parading for guard, in which case an extra number must be warned for the guard, or they may be standing orderlies, changed at intervals.

An Orderly should on no account stop on the way, nor carry any but the message or messages entrusted to him; he should report at once on his return.

#### ORDERLY BUGLER.

An Orderly bugler should mount daily, with the quarter guard, whose duty it will be to sound the various calls; he should receive instructions from the Sergeant Bugler or Drummer, regarding the hours, and be held responsible for the calls being sounded at the time ordered.

#### COMPANY ORDERLY SERGEANT.

The Company Orderly Sergeant's term of duty should last for one week, beginning on Mondays. The duty should be taken by the Sergeants in rotation, except the Colour Sergeant.

Sergeants and Corporals holding permanent situations should be exempt from taking the duties of Company Orderly Sergeant or Corporal.

He should call the roll at *Reveille*, at the quarter bugle for meals, at *Tattoo (First Post)*, and at all parades. Should any man be absent, he makes a report (Form 27), and gives it to the Orderly Officer, when he visits the barrack rooms. (Whenever a man is absent without leave for twenty-four hours, his kit should be immediately inspected by the Non-commissioned Officer in charge of his Section and the Colour Sergeant, and a list of deficiencies made out.)

On calling the roll of his company at *Reveille* in the different rooms, he should take down the names of men who require passes, also of all reporting themselves sick, and make out a report of the latter (Form 9), and another for those too ill to attend hospital. He is responsible that men going to the Hospital take their kits with them, and should, therefore, make out a list of necessaries for each man, sign the same and deliver it, together with the sick reports, to the Regimental Orderly Sergeant. If a man going sick is too ill to carry his kit, he should warn another to carry it for him. He should see the arms and accoutrements of all men admitted to hospital handed over to the Colour Sergeant. Nothing should prevent a man in case of sudden illness being taken to the Hospital, either by day or night. In such cases the sick report and the man's kit can be attended to after his admission into hospital.

He should answer to the Regimental Orderly Sergeant half an hour after *Reveille*, that the men are all present or otherwise. Parades the defaulters of his company, and attends when the Sergeant of the guard calls the roll for the first time in the morning, accounting for any who may be absent, and does the same the first time the defaulters' roll is called after guard mounting.

Makes out the parade state (Form 28), which he should have signed by the Captain of his company. As many of the returns sent from the orderly room depend upon the accuracy of the parade states, it is of the utmost importance, that they should be most carefully made out.

Reports all men confined, to the Colour Sergeant, who makes out the crime reports (Form 29) and takes them to the Captain for signature. In the event of any other person than himself confining a man of his company, he

should receive from that individual, either verbally or in writing, a statement of the offence, with the names of the evidences. On prisoners of his company being brought before the Captain or Commanding Officer, he should attend, whether he is evidence or not, and is responsible that all evidences against any man confined are warned that they are such, and are present.

Parades the company and all parties for duty.

Parades and inspects the men for guard and picquet, and hands them over to the Sergeant-Major.

Sees that the meals for men on guard, etc., are ready to be sent off at the proper time, which should always be before the second bugle sounds. A private may be sent with these meals unaccompanied by a Non-commissioned Officer, unless he happens to be a defaulter, but the man should invariably report his return to the Company Orderly Sergeant.

Attends the orderly room at the hour appointed for issuing regimental orders, and the detail of his company for the following day, after which he should lose no time in personally warning all men for duty. When warning men for duty, it should never be done in a familiar manner, nor should any freedom either in conversation or behaviour be allowed. Men not in barracks at the time, should be warned at *Tattoo*, or if on pass, at *Reveille* next morning. If he has any men for guard he should also be careful to warn a waiting man, who parades with the guard, and remains in barracks to be ready to take the place of any man on guard, who may be taken sick.

Reads to the company all orders of a public nature received from the orderly room, and is responsible that the servants, and other casualties of his company, are made acquainted with such orders as concern them, and attend

all parades required of them. The company order book should be taken by him to the morning parade, so that the orders of the preceding day may be read out, by the Officer commanding the company.

Calls upon the Colour Sergeant at an appointed hour, for all documents requiring the Captain's signature. On his visit to the Captain for this purpose, he should report to him anything concerning the Company which may have occurred during the day. He should submit to the Colour Sergeant the names of all men either admitted to or discharged from hospital or confinement, also every circumstance affecting the pay or rations of the men of the Company, and should assist the Colour Sergeant when exchanging or drawing barrack bedding or utensils from the barrack stores.

Attends the *Tattoo* parade, and reports to the Sergeant-Major the men absent from evening roll call (Form 27), and any prisoners in his Company.

Sees that lights are out and stove dampers closed at the proper hour.

He should attend all parades of his Company, but not otherwise leave the barracks or lines during his tour of duty, unless by permission of the Captain of his Company. In such case he should make the Sergeant-Major and Colour Sergeant acquainted with the fact, and with the name of the Non-commissioned Officer, who will answer for him in his absence.

He should be responsible under the Colour Sergeant for the correct keeping of the Company duty roster, and consequently no other should be allowed to make entries in it. At the close of each day he should take the duty roster to the Colour Sergeant, by whom it will be checked. It should also be frequently inspected by the Captain. There

is no necessity for an Orderly Sergeant to have a clear roster when he commences his duties, but, at the same time, it is desirable to prevent disputes, and, therefore, he cannot be too particular in carefully and legibly recording every detail in connection with the duties which fall to the share of his men, so that it can be seen at a glance if they are being properly distributed.

On all occasions of the bugle sounding for Company Orderly Sergeants, he should immediately repair to the regimental parade ground, and the orders he may receive there should be immediately communicated to all concerned.

He should be provided with a small detail book, in which is entered the names of all Non-commissioned Officers, and the number of men required for duty, and the duties which they are for (Form 19).

#### COMPANY ORDERLY CORPORAL.

The Company Orderly Corporal should assist the Company Orderly Sergeant, and is to be present as a witness when the duties are warned or rolls called. His term of duty lasts one week, beginning on Monday.

Parades the Cook and Orderly men for issue of rations.

Attends upon the Colour Sergeant for the ration return (Form 30) at the hour appointed for the issuing of the rations, and makes himself acquainted with the quantity and quality of the issue of bread and meat. Should he be dissatisfied with either, he should respectfully bring it to the notice of the Orderly Officer, but this must be done before removal from the place of issue.

When no contracts for delivery have been made, he should receive daily from the Colour Sergeant the Mess money and parade the market party, consisting of the

orderly men of rooms, with the cook to be marched off by the Regimental Orderly Sergeant for the purchase of groceries, vegetables, etc., for his Company. The mess book should be signed daily by the Captain of the Company and the Orderly Corporal.

Parades the defaulters and orderly men with prisoners' and guards' meals, answering to the Regimental Orderly Sergeant, whether they are present or not, also sees that the prisoners' cleaning necessities are sent them with the orderly men.

Parades the sick in the morning with their kits, necessities, etc., and hands them over to the Regimental Orderly Sergeant.

Shows the orders to the Officers of his company.

Receives over from the Quarter-Master the company's allowance of wood on issuing days, and divides the same to the different rooms. He should also attend at the Quarter-Master's store on the day appointed, and draw the weekly allowance of oil or light for his company.

Attends all parades of his company, and does not leave the barracks except in the performance of his duty, being at all times properly dressed.

#### COMPANY COOKS.

There should be a Cook and assistant Cook for each company. The former should be changed only at long intervals, or for misconduct; the latter weekly, or oftener, if necessary.

The Cook should be held responsible that the meals are ready to be removed from the cook-house by the first bugle sounding. Care should be taken by him not to have them ready too soon; this is as grave a fault as the meals being too late. He should be particular in having the kettles cleaned thoroughly, both before and after the

cooking of each meal. When a sufficient number of kettles can be had, one should be set apart for soups or stews, another for tea and coffee, and another for potatoes. He should pay the utmost attention to the cleanliness of the cook-house, and to his manner of cooking the rations.

He should accompany the company Orderly Corporal at the issue or purchase of groceries for the company's messing, and is responsible, as well as the Corporal, for the proper expending of the mess money, and the articles furnished being of good quality.

The barrack utensils, as enumerated on the board of inventory in the cook-house, should be under his special charge, and on the completion of his tour of duty, should there be any deficiencies or damage, a memorandum of the same should be given by the Company Orderly Sergeant to the Colour Sergeant, so that at the barrack inspection the charges may be made against the proper individuals.

The refuse of meat, etc., should be sold under contract made by the Commanding Officer, the proceeds being divided among the companies, and carried to the credit of messing, or used for the purchase of white clothing for the cooks.

The assistant Cook should assist the Cook to wash the potatoes, clean and cut up vegetables, carry in water, empty slops, and assist in cutting wood for cooking purposes. He should be in charge of the cook-house when the Cook may be at any time temporarily absent.

#### ORDERLY MEN OF ROOMS OR TENTS.

There should be one or two (according to the number of men) Orderly men to each room or tent, their duties continuing from *Reveille* to *Reveille*.

Except for parade purposes, they should not leave the

barracks or camp the day they are on duty. They should be held responsible for the general cleanliness of that part of the barrack room common to all, or of their tent, also the cleanliness and completeness of the furniture and utensils, reporting all deficiencies and damages to the Non-commissioned Officer in charge as soon as they are discovered or happen. They should carry out all slops, remove sweepings, and keep the quarters at all times well supplied with fresh water, light the fires, and remove the urine tubs to the place appointed for them, and partly fill with water, within half an hour after *Reveille* sounding. They should prepare the tables for the different meals, attend the cook-house at the warning bugle, and receive from the Company's cook the rations for the men of their rooms; divide the meals into single messes, and have everything ready for their comrades to take their seats by the time the second bugle sounds. Also be responsible that the meals of the men on guard are ready to be handed over to those appointed to carry them before the second bugle sounding. After meals, they should wash the dishes or mess tins and put them away in proper order. They should attend at the place appointed for the issue of rations and consider it their duty, if they think them not of proper quality, to bring the same respectfully to the notice of the Orderly Officer, through the Company Orderly Corporal. They should take back the urine tubs to the barrack rooms by *Retreat* sounding, and be held responsible that the dampers of the stoves (in winter time) are shut at *lights out*, and at all times during the day keep a watchful eye upon the stoves to prevent accidents by fire. They should attend upon the Orderly Corporal for the allowance of light for the room, and also assist in dividing the Company's allowance of wood by rooms. Orderly men of rooms should be available for all general parades and drills.

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PASSAGE OR STAIRS ORDERLIES.

In barracks it is also necessary to have passage or stair orderlies warned daily, whose duty it should be to keep those parts of the barracks clean ; in camp the same supervision would be required for the spaces between Company lines.

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## SECTION V.

## DRILLS AND PARADES.

Drill is the discipline of the body, but tends also materially to discipline the mind, and, as the discipline of the mind is a hundred-fold more important to the efficiency of the soldier, the constant practice of drill, in which all ranks have to render instantaneous and silent obedience to the commands of their superiors, is absolutely necessary.

The efficiency of a Battalion is estimated in a great degree from the manner in which it drills ; if there is talking in the ranks it is a sure sign that its discipline is of a low order. Complete silence when on parade or at drill is a matter to be particularly attended to ; no matter what, in the soldier's opinion, may be going wrong, he should keep the opinion to himself ; if he expresses it some one is sure to answer, talking becomes general, and disorder is thus created, which, under fire, would certainly lead to disaster. In all moments of confusion remember that the first step towards the re-establishment of order is the hushing of all voices.

A Battalion should be practised in manœuvres by the senior Officer present on parade, but no deviation from

the established regulations should be permitted. Captains of Companies should be frequently called on for this duty, and the junior Subalterns to command Companies.

Drill instruction should be under the charge of the Adjutant and Sergeant-Major, to assist whom Instructors may be appointed, who should do no other duty, when they can be conveniently spared from it.

In order to prevent the thoroughly drilled soldier being unnecessarily harassed, a Battalion should be divided into three classes, viz., "first," "second" and "recruits." All applications for advancement, from one class to another, should be made by the Officer commanding the company through the Adjutant to the Commanding Officer.

The greatest exactness should be required from first-class men; any unsteadiness or awkwardness in the ranks, on sentry, or walking in the street, should subject them to removal to a lower class.

When a soldier is awkward at any exercise or parade he should be ordered to "Instruction drill," which should not be held in the light of a punishment, but only as a matter of instruction; he should not, however, on that account be exempt from guards or other duties.

All men returning to their duty from prison, hospital, or leave, should attend instruction drill until they have picked up the lost practice.

Servants, tailors, shoemakers, etc., should attend one drill, by themselves, once a week.

When circumstances permit, the Non-commissioned Officers should be practised by the Adjutant in the duties of Commanders of Picquets (outpost), etc.

When the weather does not allow of the Non-commissioned Officers being exercised outside, they should be

assembled at the orderly room, for the purpose of being questioned by the Adjutant on different subjects connected with duties, drill and interior economy, and the duties they have to perform on guard, picquet, etc.

Officers and Non-commissioned Officers should take care that the same exactness which is insisted on in the drill squad as to position, smartness, silence, and steadiness, is maintained upon parades of all kinds. They should bear in mind that, if the soldier is permitted to indulge under their eye an idle and slovenly habit in the ranks, the best exertions of the Drill Sergeants will never accomplish the end required; and the instruction of the men will never have any termination; for, even with the oldest soldier, his labour must in some cases be resumed, and rendered almost perpetual.

No Non-commissioned Officer or soldier should be allowed out of barracks before the forenoon parade is dismissed, or on days when there is no parade before 11 a.m., except on duty.

#### FORMING STAFF AND REGIMENTAL PARADES.

A simple mode of forming parade is as follows: ten minutes to the hour named for the parade, the "Non-commissioned Officers' call" should be sounded for the Staff parade, which all Sergeants, Corporals, Band, Buglers, and Drummers attend, also Staff Sergeants, when for parade.

The parade should be formed in column of companies, the Band and Buglers being in front, in a manner similar to that described below; and after the rolls are called, should be "formed" into line by the Sergeant-Major, the ranks opened and inspected by the Adjutant or Orderly Officer, and dismissed.

The Buglers, who immediately after the Staff parade should fall in at twenty paces from the centre of the directing flank of the parade ground, facing the column, will then sound for "Orderly Sergeants."

The Orderly Sergeants should fall in on the directing flank at the "Shoulder," under the charge of the Sergeant-Major, who, after dressing them, gives the command, "Number," then, "Column from No. 1," "Outwards Turn," "Quick march." The Sergeants turn outward and move off to their respective distances, and take up their covering with arms at the "Recover." When covered, the Sergeant-Major gives the word, "Steady," when they "Shoulder." Buglers should then sound the "Fall in," when the men move smartly and quietly on to the parade ground with arms at the "Shoulder," and fall in on the right of their Orderly Sergeants, with arms at the "Order" and intervals of two paces between sections. The Band should fall in ten paces from the reverse flank of the leading company of the rear half Battalion, in line with it, and, if the parade be formed in the open air, they should play during the inspection of companies.

The Sergeant-Major should then give the command, "Call your rolls," when the Section Commanders move to the front of their companies and call their rolls, reporting to the senior Non-commissioned Officer, who then prepares the company for inspection, as per "Infantry Drill," 1896, Part II, Sec. 60.

The "Officers' call" should now sound, and senior Non-commissioned Officers report their companies present or otherwise to the senior Officer of the company, who will then inspect their companies, as laid down in the "Infantry Drill," 1896, Part II, Sec. 60.

The companies being inspected, the "Close" should

sound, and sections closed on the left and proved, as in "Infantry Drill," 1896, Part II, Sec. 60.

Companies should not be sized or equalized, except for purposes of "Cereemonial."

Whilst the companies are being proved, the Adjutant should call out the left markers of companies, who mark with arms at the "Recover" where the left of their respective companies will rest "in column by the left"; the marker of the leading company placing himself wherever he is directed; the remainder covering on him.

The Adjutant then gives the word "Steady," the markers come to the "Shoulder," and are allowed to stand at ease if the companies are not ready to march upon them.

The "Advance" should now be sounded, on which the Officers draw swords, and fall in with their companies, marching them with arms at the "Shoulder" to their respective markers, who come to attention, shoulder, and then fall to the rear on the words "Eyes front" from the left guides, who should dress their companies from the left.

Each Captain should now order his company to "order arms" and "stand-at-ease."

The Adjutant then reports the parade as ready to the Commanding Officer, who takes command, and calls the Battalion to attention, ordering the reports to be collected. The Adjutant rides down the directing flank of the column, and each Captain should report his company present or otherwise, as he passes. The Adjutant makes his report to Commanding Officer, and places himself in his proper place in column.

The collection of parade states (Form 28) should be made by the Sergeant-Major from the Company Orderly

Sergeants, during the inspection of companies, and by him sent at once to the orderly room.

The parade state should be signed by the senior Officer of the company present on parade, who should never affix his signature to it without having previously made himself acquainted with the correctness of the statements, and thereby enabling him to answer any question the Commanding Officer may put to him respecting the distribution of his men. On Sundays a Church parade state is required (Form 31).

At inspections a Field state (Form 32) should be handed to the Inspecting Officer by the Commanding Officer immediately after the salute has been given.

Another mode of forming parade is for companies to be inspected by their Officers on their private parades, and proceed to their places in battalion on the "Advance" sounding.

Officers should consider exactness of time at all parades and posts of assembly as an essential principle of military duty. They should understand that the warning bugle is for them as much as for the men.

Officers should not collect in groups or leave their companies on parade. It should be the particular duty of the Majors to see that these orders are attended to.

For the parade of a Battalion on extraordinary occasions the regimental call followed by the "Assemble," or for fire the "Fire Alarm" should be sounded. These imply the necessity of the utmost haste, and Officers and men should fall in by companies as rapidly as possible; ten minutes is sufficient at any hour, day or night, from the first sounding of the call for a Battalion to be formed, that is when in barracks or camp.

## GUARD AND PICQUET PARADES.

Guards and Picquets should fall in on the regimental parade ground, for the inspection of the Adjutant previous to marching to their respective posts. Picquets parade in "Field day order," unless required to join the Battalion, in which case they appear in the order of dress named for the Battalion; Guards in "Marching order," without mess tins, which are left with their messes for the meals to be sent to them in, unless their food is taken and cooked on guard.

The men should fall in by companies in column by the left, on their Company Orderly Sergeants, who inspect them and ascertain that all warned are present; at the same time the Non-commissioned Officers for duty fall in in line on the directing flank of the column, and are inspected by the Sergeant-Major, who, when finished, gives the command, "Shoulder arms," "Outwards turn,"—"Quick march," the juniors of each "duty" taking up their covering in column, according to the seniority of the "duties" they represent; which, when done, the Sergeant-Major gives the command to the men, "Shoulder arms," "Left turn," "On your markers, Quick march," and they fall in on the right of the Non-commissioned Officers, according to the "duties" they have been warned for, Picquet in rear of Guards, and waiting men in rear of all, senior Non-commissioned Officers of "duties" in rear of their respective commands, and Company Orderly Sergeants on the directing flank.

The Sergeant-Major should then test the correctness of the detail of duties by giving the caution "Tell off the duties," followed by the queries, "Quarter Guard," "Rear Guard," "Picquet," etc., and the senior Non-commissioned Officer of each "duty," who of course knows

its composition, replies in succession, thus: "Quarter Guard," "Rear Guard," etc.; "One Sergeant, two Corporals, one Bugler, and fifteen men, present sir," and so on until all have answered.

The Sergeant-Major should then "form" the "duties" into line (the senior Non-commissioned Officer of each moving up on its right) and opens the ranks, and the Adjutant inspects and delivers the countersign (if there is one) to the Commander of each Guard, and if Officers have been detailed for any of the "duties" they fall in.

The Guards should now be marched off by the Adjutant—who gives the command, *Guards, Form fours, Right, To your Guards, Quick march*; or in the case of a less front than four files, *Guards, By the right (or left) to your Guards, Quick march*. The Picquet, Orderly Sergeants and "waiting" men should then be dismissed.

The hour for Guards to mount should be from 9 to 10 a.m.

The proportion of men to be furnished to each post is three; thus, for a guard with five posts, fifteen privates would be required.

#### TATTOO PARADE.

On *Last Post* sounding, the Regimental Orderly Sergeant should parade the various Orderly Non-commissioned Officers in "line" as follows:

Beginning with the Orderly Sergeants in company alphabetical order on the right, the Non-commissioned Officers on Gate and Canteen duties, the Non-commissioned Officer in charge of Picquet, and the Picquet itself on the extreme left.

The Regimental Orderly Sergeant after dressing the parade falls in on the right, reporting to the Sergeant-Major, "All present, Sir."

The Sergeant-Major should then call *A Company?* On which the Orderly Sergeant of the named company will hand in his Tattoo report, saying, “— absent,” “— prisoners,” or “All present, Sir,” and so on with each Orderly Sergeant to the left. Then, *Gate?* “Closed and correct, Sir.” *Canteen?* “Closed and correct, Sir.” *Picquet?* “Present and correct, Sir.”

The Sergeant-Major then reports to the Orderly Officer “— absent,” “— prisoners,” “duties correct,” or “All present,” “no prisoners,” “duties correct,” or otherwise, at the same time handing him the absentee reports.

The Orderly Officer should then inspect the Picquet, and if there are many men absent, order the whole or part in search of the absentees, and finally instruct the Sergeant-Major to dismiss the parade.

Any change or error in the detail of duties for the following day should be reported to the Sergeant-Major on this parade, and rectified.

#### RATION PARADE.

On the “Ration” bugle sounding, the Regimental Orderly Sergeant should parade the Company Orderly Corporals, Orderly men and Cooks of companies, “in column by the left,” collect the reports “present or otherwise,” and march them to the place of issue, reporting to the Orderly Officer present or otherwise.

At the place of issue the Quarter-Master Sergeant should call the companies in turns (varying them each day), each Orderly Corporal bringing up his room squads in succession to be served; if any objection is taken to either weight or quality of the ration, it must be made before removal. As each company is served it should be

marched by its Orderly Corporal to the cook-house, and the rations handed over to the cook.

The Orderly men of each squad should know the exact quantity they are entitled to.

#### SICK PARADE.

At the hour named the Orderly Corporals of companies should fall in on the regimental parade in "column by the left" with the sick of their respective companies, reporting to the Regimental Orderly Sergeant, who collects the company sick reports and kit inventories, and then turns the parade over, with the reports and inventories to the Regimental Orderly Corporal or Non-commissioned Officer detailed for the duty, to be marched to Hospital for examination by the Surgeon; delivering to the Hospital Sergeant the reports and inventories.

On receiving from the Surgeon his report upon each man, the Regimental Orderly Corporal should return to the barracks and hand the reports back to the Company Orderly Sergeants, together with any men that may not have been found sufficiently ill to be admitted to Hospital. Each man should parade in fatigue dress with his kit, if able to carry it.

The Regimental Orderly Corporal should also attend the Hospital at *Retreat*, and receive all men who may have been "detained" for the day, handing them over to their Company Orderly Sergeants.

If any prisoners are on the sick report they should (if necessary) be taken under escort to the Hospital.

#### MUSTER PARADE.

At the completion of the Annual Drill there should be a muster parade, which all officers and men, except such

as are on guard or sick, should attend and answer to their names.

This parade is usually in fatigue dress, and the roll should be called by companies from the pay lists, in the presence of a District Staff Officer.

As each Officer or man's name is called, he should move out from his company, answering: "Here, Sir," salute and pass before the Staff Officer, the companies being re-formed on another part of the parade ground.

Should an officer or man not be entitled to the full number of days' pay for the drill, the amount that is due him should be called out after his name.

In the Imperial service this parade takes place semi-annually.

#### ORDERLY ROOM PARADE.

Prisoners should be marched under escort to the Orderly Room, remaining outside until each case is called—the evidences should also be there, and so arranged as to be ready when required.

The Sergeant-Major, who should stand at the door of the orderly room, marches in each prisoner with escort and evidence as they are wanted, taking off the prisoner's head-dress as he enters; the whole party standing in line opposite the Commanding Officer, the prisoner next or between his escort.

The Adjutant should read the crime report and the Commanding Officer then calls the first evidence by rank and name, who says, "Sir, I was Company Orderly Sergeant of — Co'y on the — inst., I called the roll at Tattoo and found the prisoner absent," or "as Non-commissioned Officer on gate duty on the — inst., the prisoner returned to barracks at 9 p.m. drunk, I confined him." The other

evidences are examined in a similar manner, and then the Commanding Officer asks the prisoner if he "has anything to say," if the prisoner desires to call evidence in his behalf he should be allowed to do so, each evidence being examined in the same way. The Commanding Officer should then make his award, writing it at the same time in the guard report, the Adjutant writing it in red ink on the crime report which he hands to the Captain of the prisoner's company for entry, if necessary, in the company Defaulter book.

The Sergeant-Major on the award being given marches the prisoner and escort, etc., out of the orderly room.

The prisoner's Captain should always be present with his Defaulter book as reference to a man's previous character, the Colour and Company Orderly Sergeants should also attend, but remain outside, and are informed by the Sergeant-Major of the award as the prisoner is marched out.

#### FIELD KIT INSPECTION PARADE.

Companies should be formed in "column by the left," the rear and supernumerary ranks ordered to step back two paces, and then the files opened to full interval (arms length) from the left. Both ranks should then ground arms, knapsacks or valises be taken off, and kits laid out in front of each man as he stands, in the following order :

First, knapsack or valise with greatcoat and mess tin attached on the ground, trousers on the greatcoat, holdall open laid on the trousers, pair of socks one on each side, shirt, towel, soap, sponge, pipeclay, spare laces, blacking and brushes in front of knapsack.

Accoutrements should remain on the men, and all Non-commissioned Officers below the rank of Sergeant show kit.

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FUNERAL PARADE.

In the formation of a parade for a military funeral everything is reversed, as for instance the arms of the Escort or firing party, the position of the Sergeant Drummer or Bugler, while the different ranks follow the chief mourners in inverse order, that is juniors preceding.

For the strength and distribution of Escorts for the deceased, attention is called to the Queen's Regulations, Sec. III, Para. 35, while other regulations are prescribed in Paras. 36-42 of the same authority, and in the matter of formation and movement reference is called to the "Infantry Drill," 1896, Sec. 203, and "Rifle Exercises," 1898, Sec. 54.

Previous to the reception of the body by the Escort, the troops that are to follow should be drawn up in two ranks at ten paces apart, turning inwards, the Privates being placed nearest the Escort, then Corporals, Sergeants, Lieutenants, Captains, Majors, Lieut.-Colonels, etc., in the direction which the procession is to take. This order of formation should not be affected by the presence of more than one corps; it applies equally to regimental and garrison funerals, the different *ranks* being together and not corps.

The Escort, Band, Body and Chief Mourners having passed the inner flank, the several ranks in succession, beginning with the privates, turn inwards singly or doubly, according to the strength of the parade, thus forming files or fours.

With a half Battalion or larger force the Adjutant and Sergeant-Major should take general direction on the line of march, and move in such positions as to best regulate and control the procession.

In returning from the place of burial the usual formation should be resumed, the Escort leading.

#### DISMISSING PARADES.

Before being dismissed, a parade should be formed in "column by the left" on the same ground upon which it fell in, previous to the drill.

On the Commanding Officer calling, "Fall out, the Officers," at the end of a parade, the Officers should all proceed towards him, saluting with their swords as they come, and then "returning" them, move to the rear of the Commanding Officer. After receiving his instructions, they should salute with the right hand and leave the parade. The parade, if a Commanding Officer's, should be handed to the Adjutant, or, if the Adjutant's, to the Sergeant-Major, who should dismiss it as a whole, the men leaving the parade quietly, with arms at the "Shoulder." Companies may be ordered to their "private parades," when Captains march them off and dismiss by companies in a similar manner.

Officers, when called out by the Commanding Officer during a parade, should salute with their swords, both on approaching and leaving him, coming to the "Carry" in the interval.

No Battalion, company or party should be either dismissed or marched off a ground without permission being first obtained by the person in command thereof, of the senior Officer present, without respect to the branch of the service to which such senior Officer may belong.

#### DRAWING SWORDS ON PARADE.

Swords should not be drawn in a slovenly manner, but according to the instructions laid down in the "Infantry Sword Exercise."

All Officers, except as below specified, should draw their swords on parade without further orders when the "Advance" sounds, or on the command, "March on your markers."

The senior Officer in the command of a parade should not draw his sword, neither do Medical Officers, Quarter-Masters or Staff Sergeants, except the Sergeant-Major, and he only when the Colour is trooped.

Staff-officers, or Officers acting on the divisional or brigade staff, should never draw their swords on parade; but Officers acting as brigadiers do, should there be any senior Officer present in uniform.

When men parade without arms (as when Royalty, etc., visits a camp, or with side-arms only, as on Church parade), no Officer should draw his sword.

Officers on falling out, when the sword is not drawn, salute with the right hand.

#### BANDS ON PARADE.

Each Battalion should have its own tunes for marching past, viz :—

- (1) For column.
- (2) For quarter-column.
- (3) For double time.

No Battalion, except when ordered to the contrary, as when the bands are brigaded, should march past to any other tune than its own.

The airs fixed upon should be published in orders, and strictly adhered to until officially changed.

When a Battalion is parading in the open air, the band should begin to play after the "Officers' call" has sounded, and continue during the inspection of companies.

When marching out, the Sergeant Drummer should be

attentive to keep the band at the proper distance from the head of the Battalion (twelve paces), and to accommodate the length of pace to that of the Sergeant-Major, who, marching at the head of the corps, regulates the length of pace of all.

When there is no Advanced Guard, the Sergeant Drummer or Pioneer Sergeant should be informed of the route to be followed.

No band, when marching by itself and unaccompanied by troops, should play.

When a brigade marches past, the bands should be brigaded under the senior band master, and the particular air belonging to each Battalion be played as it passes the saluting point, or the same air for all. In the former case, during the intervals between successive Battalions, the drums only beat for a short time a flourish, dividing as it were the tunes, except during the interval before and after Rifle Battalions, when the buglers usually sound a flourish.

#### MANNER OF ADDRESSING OFFICERS.

On any parade or duty, whether under arms or not, all Officers addressing their seniors, whether of like or superior rank, should apply to them the title of "Sir."

Officers, both on and off duty, when speaking to a General (or Officer acting as such) or to the Officer commanding their Battalion, should address him as "Sir." This rule applies also to Staff Officers towards the superior Officer to whose staff they are attached.

A Lieutenant-colonel should be addressed by Officers of equal or senior rank, or by those with whom he is familiar, as "Colonel," the word "Lieutenant," when speaking to or of such an Officer, being omitted.

Majors should be addressed "Sir" by the Officers of their own Battalion. In conversation they may, when spoken to or of, be called by their rank only. Thus: "Do you think so, Major?" "Take this to the Major."

When addressing a Captain (if his rank is mentioned) he should invariably be called both by rank and name. Thus: "Good morning, Captain Nash," not "Good morning, Captain." In like manner, when speaking of these Officers to inferiors, their name and rank should be mentioned: "Tell Captain Foster," etc.

Lieutenants should never be addressed or spoken of by their rank, either on parade, duty or otherwise, except under grave circumstances, as when an Officer is arraigned for trial, or is being rebuked by his Commanding Officer.

They are to be addressed or spoken of as "Mr." "Fall in, Mr. Close," "Take this to Mr. Hodgins."

Non-commissioned Officers and men should, in like manner, always apply the title of "Mr." to Lieutenants.

Officers holding brevet commissions, when addressed or spoken of, should be called by their senior rank, the word "Brevet" being omitted. Thus: "March off your company, Major Miller," etc., not "Brevet Major Miller."

#### EXAMINATION OF ARMS.

On the termination of a field day or target practice, the arms should be immediately examined. Each Captain examines the arms of his own company. The Battalion, for this purpose, being formed in column.

Each Captain should report to the Major of his half-battalion, that all the arms of his company are unloaded, and the Majors then report to the Commanding Officer.

When arms, etc., are to be examined by the Inspecting

Officer, the corps should form column and proceed as in Part II, Sec. 60, "Infantry Drill," 1896.

#### SALUTES, COMPLIMENTS, ETC.

By the peculiar organization of the Militia Force, it may frequently occur that Officers have relatives and personal friends serving as Non-commissioned Officers, privates, etc. Whatever may be the relations existing between Officers, Non-commissioned Officers and men in private life, it should be distinctly understood and appreciated by all concerned, that WHEN IN UNIFORM the relative military positions of the parties should—in the interests of discipline and example—be strictly maintained, and the customary observances of the service from subordinate towards superior in all respects carried out.

On the other hand, Officers should be most careful to return the salute of every soldier, not by merely a jerk of the finger or stick, but by carrying the hand to the head-dress.

Non-commissioned Officers and men answering the Sergeant-Major address him as "Sir."

A soldier desirous of speaking to an Officer should be accompanied by a Non-commissioned Officer.

Non-commissioned Officers and men should salute all Officers, so long as they can fairly distinguish them, whether of their own corps or any other, Part I, Sec. 7, "Infantry Drill, 1896."

In standing still when an Officer passes, they should turn towards him, come to attention, and salute at three paces distance; when walking, they salute as they pass, beginning at three paces distance and finishing three paces past. When approaching to speak to an Officer, they salute and halt at two paces. When a

private, accompanied by a Non-commissioned Officer, comes up to speak to an Officer, the Non-commissioned Officer should halt him by word of command, the Non-commissioned Officer only saluting. When appearing before an Officer in a room, a salute should be given, but the head-dress should not be removed (except in the case of a prisoner, when no salute is required). The head-dress is always removed in places of worship, civil courts, or in the presence of a magistrate except when on duty under arms. A man without his head-dress, or who is carrying anything which prevents his saluting properly, should, if standing still, come to "attention" as an Officer passes ; if walking, he will turn his head slightly towards the Officer in passing. When individuals meet troops on the march, they should salute the Commanding Officer and colours. Men with rifles should never salute by raising the hand, but come to the "Shoulder," and bring the left arm across the centre of the body, hand over the sling.

There are a few other points about saluting which require a little attention on the part of Non-commissioned Officers and men.

Be careful, when walking, to bring the right hand up as the left foot comes to the ground ; it makes the motion much easier and more natural.

When two or more men are walking together, take the time from the man nearest the Officer, and salute together. If a number of men are sitting or standing about, the Non-commissioned Officer or oldest soldier will call the whole to "attention," and salute (if the head-dress is on) taking care, if smoking, to remove the pipe from the mouth. It is not usual for working parties or men engaged in fatigue duty to cease their work in order to salute an Officer who

happens to pass, but, if addressed by an Officer, a soldier so employed should cease his work and salute in the proper manner, and, in any case, the Non-commissioned Officer in charge should salute. If an Officer enters a room or a tent, any Non-commissioned Officer present, or the man who first sees the Officer, should call out "attention," the whole assuming that position till the Officer leaves. The senior of two or more Officers only should return a salute, nor does an Officer with his sword drawn return a salute.

When a salute at reviews is given, all Officers on the ground in uniform as spectators should turn toward the saluting point and salute with the right hand.

Officers attending reviews in uniform as spectators, during the march past, should place themselves in rear of the saluting point.

Individual Officers or men meeting or passing troops with the Colours uncased should be careful to salute the latter, also the Commanding Officer (if senior).

In a civil court an Officer or soldier should take off his head-dress while the judge or magistrate is present, except when on duty with a party under arms inside the court.

At all inspections or reviews a "General Salute" should only be given to such Officers as are by regulations entitled to the compliment; other Officers will be received at the "Shoulder." Commanding Officers of garrisons, camps or stations under the rank of a General Officer will be received by the troops under their command with the honours due to the rank one degree higher than that which they actually hold.

When a corps is inspected in line the Commanding Officer only accompanies the Inspecting Officer down the ranks.

Officers should salute with the hand, unless the sword is drawn, all members of the Royal Family, all General Officers, Governors and Commandants of places, their own Commanding Officers, the body at all military funerals and the Colours of Corps. When any Officer makes a report or delivers an official message to another he salutes.

Officers in uniform meeting one another should salute as they pass, the juniors saluting first.

All Officers, whether in uniform or not, salute or raise their hats, if in plain clothes, to all General Officers and their Commanding Officer.

Officers in uniform, when bowing to an acquaintance, should never raise their head-dress from their heads.

Mounted Officers in the field or otherwise when passing Royalty, a General (or any Officer acting as such), at a trot or gallop, should rein up to a walk and salute ; after passing, the original pace may be resumed. This is not, however, applicable to Staff Officers when actually engaged in carrying an order ; at such times the salute should be given without checking the pace.

A Non-commissioned Officer in charge of a party should, on meeting an Officer, pay him the prescribed compliment.

When a General Officer visits the men at their meals, on "attention" being called, they should stand up until directed to the contrary. When visited by any other Officer, they sit at "attention." At any other time no soldier is ever to be off the position of "attention," or to continue sitting when met or visited in his quarters by an Officer ; nor should any soldier continue talking or cleaning his arms or accoutrements while an Officer is present until directed to the contrary.

## SECTION VI.

## AID OF THE CIVIL POWER.

No more disagreeable or onerous duty can be entailed upon soldiers than aid to the Civil Power, nor in which more patience, intelligence and firmness are required from both Officers and men. Fortunately, it is a duty that seldom occurs, but, as the necessity may arise, and there are particular regulations laid down for the calling out of troops, pay and subsistence, and for their conduct during the service, it is thought advisable to embody them in this book.

The Militia Act and the Regulations and Orders for the Militia prescribe as under:—

The Active Militia, or any corps thereof, shall be liable to be called out for active service with their arms and ammunition, in aid of the Civil Power in any case in which a riot, disturbance of the peace, or other emergency requiring such service occurs, or is, in the opinion of the civil authorities hereinafter mentioned anticipated as likely to occur, and, in either case, to be beyond the powers of the civil authorities to suppress or to prevent or deal with—whether such riot, disturbance or other emergency occurs or is so anticipated within or without the municipality in which such corps is raised or organized.

The senior Officer of the Active Militia present at any locality shall call out the same or such portion thereof as he considers necessary for the purpose of preventing or suppressing any such actual or anticipated riot or disturbance, or for the purpose of meeting and dealing with any such emergency as aforesaid, when thereunto required in writing by the chairman or custos of the Quarter Sessions

of the Peace, or by any three Justices of the Peace, of whom the warden, mayor or other head of the municipality or county in which such riot, disturbance or other emergency occurs or is anticipated, as aforesaid, may be one; and he shall obey such instructions as are lawfully given to him by any justice of the peace in regard to the suppression of any such actual riot or disturbance, or in regard to the anticipation of such riot, disturbance or other emergency, or to the suppression of the same, or to the aid to be given to the Civil Power in case of any such riot, disturbance or other emergency.

Every such requisition in writing, as aforesaid, shall express on the face thereof the actual occurrence of a riot, disturbance or emergency, or the anticipation thereof, requiring such service of the Active Militia in aid of the Civil Power for the suppression thereof.

Every Officer and man of such Active Militia, or any portion thereof, shall, on every such occasion, obey the orders of his Commanding Officer, and the Officers and men when so called out, shall, without any further or other appointment, and without taking any oath of office, be special constables, and shall be considered to act as such as long as they remain so called out; but they shall act only as a military body, and shall be individually liable to obey the orders of their military Commanding Officer only.

When the Active Militia, or any corps thereof, is so called out in aid of the Civil Power, the municipality in which their services are required shall pay them, when so employed, the rates authorized to be paid for actual service to Officers and men, and one dollar per diem for each horse actually and necessarily used by them, together with an allowance of one dollar to each officer, fifty cents to each man per diem in lieu of subsistence; and fifty cents per

diem in lieu of forage for each horse, and, in addition, shall provide them with proper lodging and with stabling for their horses ; and the said pay and allowances for subsistence and forage, as also the value of lodging and stabling, unless furnished in kind by the municipality, may be recovered from it by the Officer commanding the corps, in his own name, and, when so recovered, shall be paid over to the persons entitled thereto.

Such pay and allowances of the force called out, together with reasonable cost of transport may, pending payment by the municipality, be advanced in the first instance out of the Consolidated Revenue Fund of Canada, by authority of the Governor in Council ; but such advance shall not interfere with the liability of the municipality, and the Commanding Officer shall at once, in his own name, proceed against the municipality for the recovery of such pay, allowances and cost of transport, and shall, on receipt thereof, pay over the amount to Her Majesty.

Whenever a municipality, within the limits of which a railway passes whereon Her Majesty's mails are conveyed, has incurred expense by reason of the Militia being so called out in aid of the Civil Power, for preventing or repressing a riot or disturbance of the peace beyond the power of the civil authorities to deal with, and not local or provincial in its origin, by which riot or disturbance of the peace conveyance of such mails might be obstructed, the Governor in Council may pay or reimburse out of any moneys which are provided by Parliament for the purpose, such part as seems just of the proper expenses incurred by any municipality, by reason of any part of the Active Militia being so called out in aid of the Civil Power.

No Officer is to go out with Militia for the purpose of aiding in the suppression of a riot, the maintenance of the public peace or the execution of the law, except upon the requisition in writing required under the provisions of the preceding paragraph.

In cases where aid is applied for, in the manner provided by law, the senior Officer of the Active Militia to whom the requisition is addressed will immediately inform the Officer commanding the District thereof, *by telegram*, for transmission to Head-Quarters.

If the requisition is addressed to the Officer commanding in any District as senior Officer at the place where aid is required, he will immediately notify the Adjutant-General at Head-Quarters by *telegram*.

As soon as possible after a corps has been called out in aid of the Civil Power, a written report containing a copy of the requisition for aid and full particulars relating to the nature and cause of the required service and the action taken thereon, is to be sent to the Adjutant-General at Head-Quarters, in addition to the telegram specified in the previous paragraph.

Officers of the Active Militia have no discretionary power as to the necessity for aid, they would therefore incur a grave responsibility if they failed to afford aid when required to do so.

Every Officer or man of the Militia who, when his corps is lawfully called upon to act in aid of the Civil Power, refuses or neglects to go out with such corps, or to obey any lawful order of his superior Officer, shall incur a penalty, if an Officer, not exceeding one hundred dollars, and if a man of the Militia, not exceeding twenty dollars for each offence.

Any Militia force proceeding in aid of the Civil Power, must invariably have the requisite quantity of ammunition served out to them before going on duty. The unused portion of this supply is to be collected immediately after the duty has been performed, and returned without delay into the magazine from which it was issued.

The Officer Commanding is to move to the place to which he shall be directed by any one of the magistrates who signed the requisition; he is to take care that the men under his command march in regular military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation in which they may not be able to act in their own defence. The Magistrate is to accompany the force, and the Officer is to remain near him.

When the number of the detachment is under twenty files, it is to be told off into four sections. If there should be more than twenty files, the detachment is to be told off into more sections than four.

All commands to the men are to be given by the Officer. They are not, on any account, to fire except by word of command of their Officer, who is to exercise a humane discretion in deciding both as to the number of rounds and the object to be aimed at, and is not to give the word of command to fire *unless distinctly required to do so by the magistrate.*

In order to guard against all misunderstanding, Officers commanding corps or detachments, are on every occasion on which they are employed in the suppression of riots, or in the enforcement of the law, to take the most effectual means, in conjunction with the magistrates under whose orders they may be placed, for notifying beforehand and explaining to the people opposed to them that in the event of the men being ordered to fire, their fire will be effective.

If the Commanding Officer should be of opinion that a slight effort would be sufficient to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, the fire of the other sections being kept in reserve till necessary ; and when required, the fire of each of them being given by the regular word of command of the Commanding Officer.

If there should be more officers than one with the detachment, and it should be necessary that more sections than one should fire at a time, the Commanding Officer is to fix upon, and clearly indicate to the men, what Officer is to order any number of the sections to fire ; such Officer is to receive his directions from the Commanding Officer, after the latter shall have received the requisition of the magistrate to fire. No other individual, excepting the one indicated by the Commanding Officer, is to give orders to any file or section to fire.

The firing is to cease the instant it is no longer necessary, whether the magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed, that to fire over the heads of a crowd engaged in an illegal pursuit, would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring and even the innocent.

If firing should unfortunately be necessary, and should be ordered by the magistrate, officers and men must feel that they have a very serious duty to perform ; and they must perform it with coolness and steadiness, and in such manner as to be able to discontinue their fire at the instant at which it shall be found there is no longer occasion for it.

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When the services of any force called out in aid of the Civil Power are no longer required for the purposes for which it was called out, the magistrate or magistrates who signed the requisition for aid, or a majority of them if signed by three, of whom the warden, mayor, or other head of the municipality or county shall be one, shall notify the Officer Commanding the Active Militia then present to that effect, who shall thereupon withdraw the force from such duty.

On completion of the duty for which the force was called out, an immediate report thereof, in writing, is to be made by the Commanding Officer to the Officer Commanding the District for transmission to Head-Quarters. The Officer commanding the troop, battery, company, or battalion, will also prepare a pay list specifying the several sums authorized by law in respect to the service, and cause the value thereof to be paid by the municipality. If more than one troop, battery, company, or battalion has been employed, these duties will devolve upon the Officer who commanded the whole force called out.

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### PART III.

# DISCIPLINE.

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Discipline means obedience to orders, which is the first principle and duty of all soldiers. The best disciplined soldier is he who most implicitly obeys, not only in the letter, but in the spirit, all orders which he may receive. Without discipline there can be no real bond of confidence between Officers and men, or even between men themselves, and without it no great results can ever be attained. Life in a highly disciplined corps is always more pleasant than in one where order and regularity are not strictly maintained.

Respectful obedience is the only true basis upon which sound discipline can rest. It must not have its origin in fear or dread of punishment, but should be rendered from the conviction that the orders emanate from a superior not only in rank, but in knowledge.

Officers and men of the Militia, when called out for active service, the annual drill, or for any parade or drill, or when in uniform, are subject to the "Army Act," and all other laws applicable to Her Majesty's troops in Canada, as are not inconsistent with the Militia Act.

A Commanding Officer cannot pay too much attention to the prevention of crime, but he should bear in mind that the positive absence of crime, and not its screened existence, is the criterion of a well-established discipline. In all first offences, not of an aggravated character, mild reproof and admonition should be tried, and punishment not resorted

to, until a repetition of the offence shall have shown that the milder treatment has not been productive of the desired effect.

The methods of command and treatment should be such as to ensure discipline, and, at the same time, foster self-respect. The use of intemperate language or an offensive manner must be carefully avoided.

Commanding Officers should use their utmost vigilance to prevent Officers, Non-commissioned Officers or men, publishing information relative to the numbers, movements, or operations of troops, or any military details; nor should they permit any letters of complaint to be published, or memorials or requisitions to be made without their consent. Any Officer or soldier should be held personally responsible for reports of this kind which he may make without special permission, or for placing the information beyond his control, so that it finds its way into unauthorized hands. Officers and soldiers should be forbidden to give publicity to their individual opinions, in any manner tending to prejudice questions, that may at the time be undergoing official investigation by the authorities.

No assemblage of Officers, Non-commissioned Officers or men, should ever take place for the purpose of deliberating on any military matter without the consent of the Commanding Officer.

Neither Officers nor men as such should be permitted to take part in any political, religious, or party demonstration.

Officers should avoid reproving Non-commissioned Officers for any irregularity, neglect of duty, or awkwardness, in the presence or hearing of the privates, lest they should weaken their authority and lessen their self-respect—unless it be necessary for the benefit of example that the reproof be public.

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MILITARY LAW.

In order to maintain proper discipline it has been found necessary to confer special powers upon the military authorities to enable them to deal with offences which it would be either impossible or dangerous to leave to the Civil Power.

Military Law, which governs the soldier in peace and war, at all times and in all places, is regular in its procedure, is administered according to an authorized code, and deals only with soldiers, and persons (such as camp followers, etc.,) who are from circumstances subjected to it.

It is embodied in the Army Act of 1881 (which is part of the statute law in England and is recognized by all Civil Courts), and the Canadian Militia Act. The Army Act applies to the Canadian Militia in all cases where it is not inconsistent with the Militia Act. The administration of the code is simplified by means of Rules of Procedure, Regulations, and Orders which lay down the manner in which the law is to be carried out by the military courts.

## MARTIAL LAW.

The following definitions of Martial Law have at different times been given :—"The law of the soldier applied to the civilian" ; "The union of legislative, judicial and executive power in one person" ; "The will of the General of the army," but the most comprehensive is "Sway exercised by a military commander over all persons, whether civil or military, within the precincts of his command in places where there is either no civil law or where the civil law has ceased to exist." Martial Law has no written code, but the General who proclaims it is bound to lay down rules and limits as to its application.

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SECTION I.

## POWERS OF A COMMANDING OFFICER.

A Commanding Officer, in the ordinary sense of the word, means an Officer whose duty it is, in accordance with the usual custom of the service, to deal with offences and either dispose of them on his own authority, or refer the cases to superior authority.

It also means, for the summary award of fines for drunkenness, the Officer commanding a Squadron, Battery or Company.

In some portions of the Army Act the term Commanding Officer has a wider meaning, and refers to an Officer of superior rank who holds a position of command.

The Commanding Officer of a *detachment* has the same powers of punishment as the Commanding Officer of a corps, but such power may be restricted to any extent if he be under the rank of a substantive Major.

The Commanding Officer may either deal summarily with the following offences or convene a Regimental Court Martial for the purpose :

1. Leaving his guard or picquet, forcing a safeguard, striking a sentry, sleeping, or being drunk upon, or leaving his post (except on active service).
2. Using threatening or insubordinate language to a superior officer (except on active service).
3. Disobeying a lawful command of a superior officer (except on active service).
4. Resisting lawful custody or breaking out of barracks.

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5. Neglecting to obey any general, garrison or other order.

6. Assisting or conniving at desertion.

7. Absence without leave, or from parade, or being found out of bounds.

8. Malingering or misconduct in hospital.

9. Drunkenness.

10. Permitting a prisoner to escape.

11. Irregularity in detaining and reporting a prisoner.

12. Escaping from lawful custody.

13. Losing by neglect or making away with arms, ammunition, clothing, equipment or necessaries, or making away with military decorations.

14. Wilfully injuring the property of an officer, soldier, regimental institution or of the public, or ill-treating a Government horse.

15. Making a false statement in order to prolong a furlough.

16. Making a false statement on attestation.

17. Infringement of the enlistment regulations.

18. Conduct to the prejudice of good order and military discipline.

First and less serious offences under the above headings should, as a rule, be dealt with summarily.

A Commanding Officer, in dealing with an offence committed by a soldier, may award the following punishments. The decision in each case is invariably to be written down by the Commanding Officer himself on the guard report before the prisoner leaves the room. When he awards punishment for an offence, he cannot afterwards increase it, but he may remit.

If a Commanding Officer intends to award a punishment other than a minor one, he must ask the prisoner if he will be tried summarily by him or be dealt with by a District Court Martial. This right to demand trial by District Court Martial is restricted to private soldiers.

In the case of a Non-commissioned Officer, he can award, reprimand, or severe reprimand, or can order an acting Non-commissioned Officer or a Non-commissioned Officer holding an appointment to revert to his permanent grade, but cannot award other punishment in addition.

In case of a private soldier, a Commanding Officer may admonish, or (subject to the soldier's right to elect, previous to the award, to be tried by District Court Martial) inflict the following summary punishments :

Imprisonment up to twenty-one (21) days (with or without hard labour) for the offence of absence without leave ; but the number of days imprisonment awarded, if it exceed seven, must not be more than the number of days of absence.

Imprisonment up to fourteen (14) days (with or without hard labour) :--Imprisonment exceeding seven days (*except* in cases of absence without leave) cannot be awarded by an officer under the rank of field officer. When imprisonment exceeding seven days is awarded, a minor punishment (C. B., etc.) must not be given in addition. Imprisonment should never be awarded in cases of drunkenness not triable by Court Martial, except when unpaid fines amount to \$4.86 and upwards, and, if so awarded, should be in lieu of a fine.

Awards of imprisonment up to seven days inclusive, will be, in hours, exceeding that in days. The term, when awarded in days, is reckoned from the first minute of the

day of award ; when in hours, from the hour at which the prisoner is received into prison.

When imprisonment exceeding seven days is awarded for absence without leave, a minor punishment must not be given for the offence of absence.

Deprivation of pay for absence without leave not exceeding five days (absence over six hours either wholly in one day or partly in one and partly in another counts as a day), which may be combined with imprisonment or confinement to barracks. Over five days' absence, pay is forfeited by Royal warrant, and therefore deprivation of pay need not form part of the award.

Fines for drunkenness not exceeding \$2.44, according to the following scale, in addition to or without confinement to barracks.

First and second offence no fine.

For the third and every subsequent instance :

- (a) If within three months of previous instance, \$1.83.
- (b) If over three and within six months, \$1.22.
- (c) If over six and within nine months, 61c.
- (d) If over nine months, no fine.

When a soldier is liable to a fine, and four preceding instances have been recorded against him within the preceding twelve months, 61c. will be added to the scale above given.

Imprisonment may be added to fines, but only in case the offence is triable by Court Martial or unless the total of unpaid fines amounts to \$4.86 or more.

A Commanding Officer may also award the following *minor* punishments without a soldier having right to claim trial by Court Martial instead of being dealt with summarily.

Confinement to barracks for a period not exceeding twenty-eight days, which carries with it punishment drill for fourteen days. Confinement to barracks may be combined with imprisonment with or without hard labor not exceeding 168 hours, total not to exceed twenty-eight days for a single award. For a fresh offence further punishment either of imprisonment or confinement to barracks may be awarded, the whole not to exceed fifty-six days.

Extra guards or picquets, but only for minor offences or irregularities connected with these duties.

Commanding Officers will delegate to Officers commanding companies the power of awarding punishments to soldiers for *minor offences*, such as absence from *Tattoo* and other roll-calls, overstaying a pass, or slight irregularities in quarters, not exceeding seven days' confinement to barracks or camp and the regulated fines for drunkenness ; such punishments in all instances to be brought under the notice of the Commanding Officer, subject to any revision he may think it desirable to order, but he cannot increase the award so given.

In the case of Officers of less than three years' service he may limit this power of award to three days confinement to barracks.

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## SECTION II.

### COURTS MARTIAL, COURTS OF INQUIRY AND BOARDS.

The regulations for the composition of Militia Courts Martial, Courts of Inquiry, and Boards, with the modes of procedure and powers thereof, are the same as the regulations which may at the time be in force for Her

Majesty's regular army, and which are not inconsistent with the Militia Act.

#### COURTS MARTIAL.

When an offence is of a character too serious to be disposed of by a Commanding Officer, the prisoner should be tried by Court Martial.

No person can be tried for an offence if *three years* have elapsed since its commission, except for *desertion on active service* and *mutiny* ; for either of which an offender can be tried at any time.

Desertion (not on active service) and fraudulent enlistment, can always be tried unless a man has served three years without a regimental entry since the commission of the offence.

Courts Martial can punish any military offence and any civil offence mentioned in the Army Act, such as sedition, assault, etc.

They have also the power to punish *any civil offence* punishable by civil law except treason, treason-felony, murder, manslaughter, rape, which cannot be tried by Court Martial except at a place more than 100 miles from a competent civil court. These restrictions do not, however, apply to Field General Courts Martial which have powers under certain circumstances to try any offence.

By the Army Act the degrees of Courts Martial are classed thus :

- |                                |             |
|--------------------------------|-------------|
| 1. Regimental,                 | } Ordinary. |
| 2. District,                   |             |
| 3. General,                    |             |
| 4. Field General, Exceptional. |             |

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### 1. *Regimental.*

A Regimental Court Martial may be convened by any Officer authorized to convene General or District Courts Martial, or any Commanding Officer not below the rank of Captain; also any officer of a rank not below that of captain when in command of two or more corps or portions of two or more corps; or on board a ship, a Commanding Officer of any rank. It should consist of not less than three Officers, each of whom must have held a commission for not less than one year, the President not being under the rank of Captain if possible. It cannot try an Officer or a Non-commissioned Officer (in ordinary cases) above the rank of Corporal, nor award death, penal servitude, or discharge with ignominy, its limits being forty-two days' imprisonment, with or without hard labour, reduction, fine for drunkenness up to \$4.86, or stoppages to make good damage or losses, etc.

Owing to the extensive powers of a Commanding Officer the assembly of a Regimental Court Martial should be rarely necessary. For cases not dealt with summarily a District Court Martial should as a rule be convened.

### 2. *District.*

A District Court Martial can only be convened by an Officer authorized to convene General Courts Martial, or by an Officer deriving authority to do so from him. It should not in Canada consist of less than three Officers, each of whom must have held a commission for two years. It has not power to try an Officer, nor award the punishment of death or penal servitude, its limits being imprisonment with or without hard labour for a period not exceeding two years, forfeiture of good conduct, or deferred pay, discharge with ignominy, or reduction.

A District Court Martial has sufficient powers of punishment to deal with all military offences, but neither D. C. M. nor R. C. M. should deal with offences punishable with death or penal servitude, unless under the authority of an Officer who has the power to convene a G. C. M.

### 3. *General.*

A General Court Martial can only be convened by Her Majesty, or by an Officer holding a warrant from Her Majesty, or by an Officer to whom power has been delegated by warrant from the Officer originally given authority by Her Majesty. It should not in Canada consist of less than five Officers. Each of the members must have held a commission during the three years preceding the day of assembly of the Court Martial, and none of the members should be below the rank of Captain, and all of equal, if not superior, rank to the prisoner, unless Officers of such rank are not available. It has power to sentence to death, penal servitude (not less than three years), dismissal, imprisonment (not exceeding two years), forfeiture of rank and medals, reprimand or severe reprimand, stoppages. In case of sentence of death, the concurrence of at least two-thirds of the members must be obtained.

A General Court Martial should not be resorted to unless in very aggravated cases, and for the trial of an Officer.

Both of the above Courts should be composed of Officers of different corps, and not exclusively of officers of the same corps, unless the Convening Officer states in the order convening the Court that in his opinion other Officers (having due regard to the public service) are not available.

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#### 4. *Field General.*

A Field General Court Martial is for the trial of offences against the property or person of inhabitants or residents of a country beyond the seas, or on active service, which cannot practically, be tried by an ordinary General Court Martial, and may be convened by the Officer in command of the detachment or portion of troops to which the offender belongs, although he may not be authorized to convene any other kind of Court Martial. It should consist of not less than three members, and the convening Officer may preside if he cannot obtain another, but he should not, if practicable, be under the rank of Captain. Its powers are those of a General Court Martial, except that a sentence of death requires the concurrence of all the members.

The following are debarred from being members of any Court Martial in Canada for the trial of a militiaman : an Officer of Her Majesty's army upon full pay, the convening Officer, the prosecutor or witness for the prosecution, the prisoner's Commanding Officer, or the Officer who investigated the charges on which a prisoner is arraigned, or was a member of a Court of Inquiry respecting the charges against him, or has a personal interest in the case, save in the case of Field General Court Martial, when only the prosecutor, Provost Marshal, witness for prosecution, or one who has a personal interest in the case are ineligible.

All members of a Court Martial must be subject to military law. The rules of procedure are similar in all classes of Courts Martial, except in that of a Field General Court Martial, for which special rules are prescribed.

Any person required to give evidence before a Court Martial, may be summoned or ordered to attend, and if

such person not being enrolled in the Active Militia shall, after payment or tender of reasonable expenses, make default in attending ; or if in attendance as a witness, refuses to take the oath or affirmation legally required by a Court Martial ; or refuses to answer any question, or produce any document legally required ; or is guilty of any contempt towards the Court Martial ; may, on the certificate of the President of the Court Martial to a Judge of any court of law in the locality, be punished if found guilty, in the same manner as if the offence had been committed in a civil court.

The following offences are by the Militia Act made specially liable for trial and punishment by Court Martial.

An Officer who shall knowingly claim pay, on account of drills performed with his corps, for any man belonging to another corps, or who shall include in any parade state or other return, any man not duly enrolled and attested as a Militiaman.

An Officer or Non-commissioned Officer who obtains under false pretences, or retains or keeps in his possession with intent to apply to his own use or benefit, any of the pay or moneys belonging to an Officer or man of any corps, or who may sign a false parade state, roll, return, or pay-list, or makes a false affidavit or declaration.

Any Non-commissioned Officer or man who may claim or receive pay for drill performed in the ranks of any other than his own corps, or in more than one corps during the annual drill in any year.

Any Officer, Non-commissioned Officer or man who when called out for active service absents himself without leave from his corps for a longer period than seven days, may be tried as a deserter.

No Officer or man of the Militia can be sentenced to death by any Court Martial, except for mutiny, desertion to the enemy, or traitorously giving up to the enemy any garrison, fortress, post or guard, or traitorous correspondence with the enemy ; and no sentence of any General Court Martial can be carried into effect until approved by Her Majesty.

An Officer or man charged with any offence committed, while serving in the Militia is liable to be tried and convicted by Court Martial within six months after his resignation or discharge from the same ; or for the crime of desertion at any time, without reference to the period which may have elapsed since his desertion, unless he shall have served in an exemplary manner for not less than three years in another corps.

#### COURTS OF INQUIRY AND BOARDS.

A Court of Inquiry may be assembled by any Officer in command, to assist him in arriving at a correct conclusion on any subject on which it may be expedient for him to be thoroughly informed. With this object in view, such Court may be directed to investigate and report upon any matters that may be brought before it, or give an opinion on any point not involving the conduct of any Officer or soldier ; but it has no power (except when convened to record the illegal absence of soldiers, as provided for in the Army Act,) to administer\* an oath, nor to compel the attendance of witnesses not military.

A Court of Inquiry should not be considered in any light as a judicial body. It may be employed, at the discretion of the convening Officer, to collect and record information only, or it may be required to give an opinion also on any proposed question, or as to the origin or cause of certain existing facts or circumstances. Specific instructions on

these points are, however, always to be given to the Court. The proceedings are to be recorded in writing, as far as practicable in the form prescribed for Courts Martial, signed by each member, and forwarded to the convening authority by the President.

A Court of Inquiry, for the purpose of determining the illegal absence of a soldier, (not warned for active service) will be held at the expiration of twenty-one days from the date of absence, or as soon after as possible.

Courts of Inquiry, as a general rule, sit with closed doors, but they may be either open or closed according to the nature of the investigation, or as may be directed by the convening Officer. When an inquiry affects the character of an Officer or soldier, full opportunity should be given such Officer or soldier of being present throughout the inquiry, and of making any statement he may wish to make, and of cross-examining any witness whose evidence, in his opinion, affects his character, and producing any witnesses in defence of his character.

The rank of the Officers comprising the Court should be equal or superior to that of the Officer whose conduct or character may be implicated in the investigation.

A Court of Inquiry or board of Officers may consist of any number of members, but the composition of such Courts or Boards should be regulated, at the discretion of the convening Officer, by the circumstances under which they are assembled. Three members, the senior acting as President, will in ordinary cases be found sufficient.

Medical Officers are exempted from serving as members of Courts of Inquiry or Boards, except medical boards. Should a medical opinion be required by a military board, reference is to be made to the Medical Officer detailed to

attend it, who will furnish his report in writing or give evidence in person if considered necessary.

Relative rank does not entitle an Officer to the presidency of a Court of Inquiry or Board, but he is legally qualified if appointed.

If the members cannot agree on an opinion collectively, any dissenting member should state in writing the nature and extent of the difference, or give his opinion in writing to the President for transmission with the proceedings.

The regulations for the government of Courts of Inquiry are contained in the Rules of Procedure (Army Act).

Boards differ only from Courts of Inquiry in as far that the objects for which they are assembled should not involve any point of discipline. They will follow so far as may be convenient the Rules for Courts of Inquiry, but are in no way bound by them.

A Commanding Officer may assemble a Regimental Board to assist him with its opinion upon the condition of *stores*, but no Regimental Board can condemn them, a District or Garrison Board is the only one that can do so. In the case of a Regimental Board ordered upon *rations* reported by the Orderly Officer as unfit for issue, they may be condemned, and an equal quantity purchased elsewhere and charged to the contractor.

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### SECTION III.

#### OFFENCES PUNISHABLE BY CIVIL LAW.

By the Militia Act the offences enumerated below are made punishable by *Civil Law* upon the complaint of the Commanding Officer or Adjutant of a Battalion, or, in the case of rural companies, the Captain, or the General Officer commanding the Militia may authorize any Officer to make

the complaint in his name. Prosecutions cannot, however, be made later than six months after the commission of the offence, unless it be for unlawful buying, selling or having in possession arms, accoutrements or other articles issued to the Militia.

#### FALSE INFORMATION.

Persons refusing to give information, or giving false information to an Officer or Non-commissioned Officer in the execution of his duty, a penalty not exceeding \$20.

#### ENROLMENT AND RETURNS.

An Officer or Non-commissioned Officer refusing or neglecting to make an enrolment or ballot, or refusing to make or transmit any roll or return required by regulation, a penalty, if an Officer, not exceeding \$50, if a Non-commissioned Officer, not exceeding \$25.

An Officer or Non-commissioned Officer refusing or neglecting to assist his Commanding Officer in making any roll or return, or refusing or neglecting to obtain the information necessary to make or correct any roll or return, a penalty, if an Officer, not exceeding \$50, if a Non-commissioned Officer, \$25 for each offence.

#### REFUSING TO TAKE OATH.

A man drafted or liable to be drafted for service, refusing to take the oath or declaration prescribed, imprisonment not exceeding six months.

#### PERSONATION.

An Officer or man of the Militia, or any other person who shall falsely personate another at parade or other occasion, a fine not exceeding \$100.

## NEGLECTING TO ATTEND PARADE.

An Officer, Non-commissioned Officer or man, who, without lawful excuse, neglects or refuses to attend any parade or drill or training at the place and hour appointed, or who refuses or neglects to obey any lawful order at or concerning such parade or training, a penalty, if an Officer, of \$10, if a Non-commissioned Officer or man, \$5 for each offence, absence for each day being a separate offence.

## INTERRUPTING DRILL.

Any person who interrupts or hinders the Militia at drill or trespasses upon the bounds set out by the Officer in command of such drill, is subject to arrest and detention during the drill and a penalty of \$5.

## DISOBEDIENCE OR INSOLENCIE.

An Officer, Non-commissioned Officer or man disobeying any lawful order of his superior Officer, or guilty of insolent or disorderly behaviour towards such Officer, a penalty, if an Officer, of \$20, if a Non-commissioned Officer or man \$10 for each offence.

## FAILING TO KEEP ARMS, ETC., IN ORDER.

Any Non-commissioned Officer or man who fails to keep in proper order, the arms, accoutrements or clothing entrusted to him, or appears at drill or parade with them out of proper order, deficient, or unserviceable, a penalty of \$4 for each offence.

## DISPOSING OF ARMS, ETC.

Any person who unlawfully disposes of, or receives arms, accoutrements or clothing, belonging to the Crown or a corps, or refuses to give up the same when required, or has them in his possession for unlawful use, a penalty of \$20 for each offence.

## REFUSAL TO AID CIVIL POWER.

An Officer, Non-commissioned Officer or man who, when his corps is lawfully called upon to act in aid of the civil power refuses or neglects to go out with such corps, or to obey the lawful order of his superior officer, a penalty, if an Officer, not exceeding \$100, if a Non-commissioned Officer or man not exceeding \$20 for each offence.

## RESISTING DRAFT OR AIDING DESERTION.

Any person who resists any draft of men enrolled, or counsels or aids any one to resist such draft, or persuades any enlisted man to desert, or aids or assists him to do so, or assists in his concealment or rescue, imprisonment with or without hard labour, for a term not exceeding six months.

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SECTION IV.

## PRISONERS.

Military custody in the case of a private soldier (not under sentence) means confinement under charge of a guard, picquet, patrol, sentry or of a provost marshal. The accommodation usually available in permanent barracks for detention of soldiers confined under charge of a guard is :

1st. *The Prisoners' Room*.—The room attached to a guard room for the temporary detention of prisoners.

2nd. *The Guard Room Cells*.—Those cells which are attached to a guard room for the temporary detention of prisoners who are required to be kept apart.

The keys of both the above should be in charge of the commander of the guard.

Arrest is of two kinds, close and open arrest, if not described as the latter it means close arrest.

An Officer under close arrest should not be allowed to leave his quarters. If he be in open arrest, he may be permitted by superior authority to take exercise within defined limits, viz., not beyond the barracks, or if in camp, not beyond the quarter or rear guard, and then only at stated periods ; he should not be allowed to dine at his own or any other mess, nor to appear at any place of amusement or public resort, and on no pretext to quit his room or tent dressed otherwise than in uniform, without his sash, pouch-belt, or sword.

The same rules apply to a Non-commissioned Officer under close arrest.

In exceptional cases an offender may be placed in the charge of a guard, sentry or provost.

Any Officer may, when necessity arises, be placed under arrest by a competent authority on the commission of any offence without previous investigation, but a Commanding Officer on receiving a complaint, or coming to the knowledge of circumstances tending to incriminate an Officer, will not ordinarily place him under arrest, until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. If he prefers charges against an Officer, he will invariably place him under arrest. When an Officer is placed in arrest, the Commanding Officer will invariably report the case without unnecessary delay to the General or other Officer commanding the district or station, whether the Officer shall have been subsequently released from arrest or not. Unless an arrest has been made in error, an Officer should not be released without the sanction of the highest authority to whom the case has been referred.

An arrest can only be ordered by the senior Officer or Non-commissioned Officer present when the offence is committed, except in the case of a quarrel, fray or disorder, when a junior may order the arrest of a senior who is engaged in the disturbance.

An Officer who has been placed in arrest, has no right to demand a Court Martial upon himself, or after he shall have been released by proper authority, to persist in considering himself under the restraint of such arrest, or to refuse to return to the performance of his duty. An Officer who conceives himself to have been wrongfully put in arrest, or otherwise aggrieved, is not without remedy; provision is made for that purpose in the Army Act, section 42, and he can prefer a complaint in a proper manner through the proper channel (see "Complaints").

When it is necessary to confine a Non-commissioned Officer for an offence, he should be placed *under arrest*, and not sent as a prisoner to the guard-room, except in the case of an offence of a very serious nature; nor should a Non-commissioned Officer be allowed to escape trial by Court Martial by resigning, unless by the special sanction of the General Officer commanding.

Private soldiers charged with a serious offence should be confined at the time of the commission or discovery of the offence, but in the case of *minor offences*, should not be lodged in the guard-room before their cases are disposed of, but may be allowed to proceed to their rooms, and a report made to the Officer commanding their company. They should not, however, be allowed out of their quarters until their cases have been disposed of, and should attend all parades, but not be detailed for any duty.

Notice of a man's being confined should at once be reported to the Orderly Sergeant of his company, either

verbally or in writing, stating the nature of the crime and the names of the evidences in support of the charge. The Orderly Sergeant then notifies the Colour Sergeant, who makes out a crime report (Form 29), which is immediately sent to the commander of the guard as his authority for detaining the prisoner; the absence of this crime report, however, does not justify commanders of guards, refusing to receive prisoners nor to release them without competent authority.

Should the nature of the offence be such as to allow the Captain to deal with it, he will write the punishment awarded on the Minor Offence report (Form 33), which should be sent to the orderly room, in order that it may be brought under the notice of the Commanding Officer.

When a Non-commissioned Officer has occasion to confine a soldier for any offence, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and should himself avoid in any way coming in contact with him, except under unavoidable circumstances.

The practice of sending a file of the Guard to take a prisoner from his quarters to the guard-room should not be resorted to, except when there are no other men nearer at hand available for the purpose.

Except in cases of personal violence, or when on escort or other detached duties, Lance Corporals should not confine men, but report the offence to the Company Orderly Sergeant.

There is no case in which Officers or Non-commissioned Officers should be more particular in their treatment of men than when under the influence of liquor. Men observed in a state of drunkenness should be immediately confined.

Soldiers in a state of drunkenness should, if possible, be confined alone in the prisoners' room or cells until sober—not in the guard-room, where they may be often provoked to acts of violence and insubordination; they should be visited at least every two hours by a Non-commissioned Officer of the guard and an escort, in order that their condition may be ascertained. Should any symptoms of serious illness be observed, a Medical Officer is forthwith to be sent for. Soldiers suspected of being drunk should not be put through any drill exercise or otherwise tested, for the purpose of ascertaining their condition.

Twenty-four hours should elapse before a soldier charged with drunkenness is brought before his Commanding Officer, in order that he may be perfectly sober.

Guard room cells are for the temporary custody of prisoners, who should be kept alone. When a soldier is confined for being drunk or riotous, he should be conveyed direct to the cells, the Non-commissioned Officer of the guard being called to receive him in charge. The cells should be cleaned out by the prisoners every morning.

When a soldier, either before the investigation of an offence or whilst undergoing punishment, has been deprived of his arms, they should not be restored to him without an order from the Captain of his company or other superior Officer.

No Non-commissioned Officer or soldier who has been placed in arrest or confinement should be permitted to perform any military duty except as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge or be responsible for, until his case is disposed of. Neither should he be allowed to bear arms except in cases of emergency, or on

the line of march. If, however, by error such an offender has been permitted to perform any duty, he should not thereby be absolved from liability to punishment for his offence.

When a prisoner is brought before the Commanding Officer, the Officer commanding his company should attend with the Defaulter book, being ready to speak as to character ; the Colour Sergeant and the Sergeant in charge of his section should also be present whether they are evidence or not, to answer for his kit, etc.

The punishment awarded to men who have been confined and are brought before the Commanding Officer should be entered on the Guard report in his own handwriting.

The Adjutant should attend the investigation of all crimes or complaints by the Commanding Officer.

Whenever a soldier appears in a Civil Court, either as a prosecutor or prisoner, an Officer of his company should invariably attend during the proceedings.

Prisoners who report themselves as sick should be taken to Hospital at the morning visit of the Surgeon. This report should be made by the Non-commissioned Officer in charge of the guard to the Company Orderly Sergeant, and is entered upon the company sick list.

Prisoners should not be kept in confinement for a longer period than forty-eight hours without having their cases disposed of, unless it be preparatory to bringing them before a Court Martial.

Prisoners detained under charge of a guard should have such exercise daily as may be necessary for the preservation of health.

The greatest regularity and respectful demeanor should

be observed by Officers and others, whilst the Commanding Officer is administering justice in the orderly room.

When a Non-commissioned Officer is brought as a prisoner before the Commanding Officer, men of inferior rank to him should withdraw.

Colour Sergeants should, on the return of a deserter or man absent without leave, immediately proceed to the guard room and minutely inspect the clothing—he has in wear, and ascertain if any portion is Regimental; also when a man is confined for being drunk, his kit should be inspected by the Colour Sergeant and Sergeant of his section, previous to his crime being made out, and in the event of any article being deficient, the same should form part of the charge against him.

Great coats for the prisoners should be sent to the guard room at *Retreat* by the Non-commissioned Officer of the section to which the prisoner belongs, and removed after *Reveille* the following morning. Shaving and cleaning materials should also be allowed prisoners, the Regimental Orderly Sergeant being responsible that such are sent to the Non-commissioned Officer of the guard, and see that the articles are given to the prisoners at only such times as are necessary to cleanliness.

Prisoners should not be allowed to have their new clothing, but only their oldest fatigue dress, and but one suit at a time; they should not be allowed to have money or tobacco. Every care should be taken that no one holds communication with them, except on duty; the men of the guard and the sentries should particularly be enjoined not to enter into conversation with them, nor should anything be given to them, not even meals, except in the presence of a Non-commissioned Officer of the guard.

Prisoners in confinement for trial by Court Martial

should be allowed the use of bedding, up to the time of the promulgation of their sentence or acquittal. Prisoners in confinement pending enquiry, should be allowed the use of bedding if their detention exceeds two days. In severe weather prisoners should be allowed such bedding as may be necessary.

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## SECTION V.

### PROVOST REGULATIONS.

Provost prisons, whether garrison or regimental, are intended for the confinement of soldiers summarily awarded imprisonment by authority of the Commanding Officer, and for carrying into effect the sentences of imprisonment by Courts Martial, for periods not exceeding 42 days. Soldiers under longer sentences of Courts Martial may also be committed to a provost prison pending removal to a public prison, civil or military, if their commitment to a public prison cannot be immediately carried into effect.

The immediate control and supervision of provost prisons should be under the Officer commanding the station or corps to which the prison is appropriated, and in charge of a Sergeant specially selected with a view to his fitness for the office, who should be responsible for the custody and proper subsistence of the prisoners.

Provost prisons should be inspected, and each prisoner visited daily by the Orderly Officer and Surgeon, reports of which are to be made to the Commanding Officer.

Prisoners should be committed to, and released after the regular dinner hour and before dark, and especially examined by a Surgeon before commitment, who will furnish

a certificate as to their state of health, reporting any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.

Every prisoner on admission should be strictly searched and required to give up everything in his possession, the hair of all those confined for more than seven days should be closely cut.

Prisoners' labour should consist of sawing wood, cleaning yards, latrines, etc., repairing roads and such other modes of employment as the Commanding Officer may approve ; when deemed expedient, drill in " Marching Order " may be substituted.

The following should be the distribution of time :

*Summer.*—5.30 to 6 a.m., rise, dress, air and clean cells ; 6 to 8 labour ; 8 to 9 breakfast and make up beds ; 9 to 12.30 labour ; 12.30 to 2 dinner ; 2 to 5 labour ; 5 to 6.30 tea ; 6.30 to 8 labour.

*Winter.*—Rise at 7 a.m., and lights out at 9 p.m., afternoon labour ceasing at dark, otherwise the same routine as in summer.

On Sundays the prisoners should attend Divine Service and the cleaning of cells be restricted to what is actually necessary. Christmas day and Good Friday should be observed as Sundays.

Irregularities or minor breaches of discipline, while under imprisonment should be reported to the Commanding Officer, who may by written direction to the Provost Sergeant order a prisoner to be put on " punishment diet " for any period not exceeding 72 hours.

In case of violence or urgent and absolute necessity, the Commanding Officer may by an order in writing, direct a prisoner to be placed in handcuffs, the order will specify

the cause that gave rise to it, and the duration of the restraint.

All offences and nature of punishment awarded are to be recorded in the Prison Defaulters' Book, and also in the Regimental Defaulters' Book, if specially ordered by the Commanding Officer.

Prisoners committed for periods not exceeding seven days should be provided with great coats, together with single blanket or rug, those for longer periods should after the first week be allowed their bedding, being deprived of it however every third night.

The articles in each prisoner's hold-all should be removed from his cell every night, and the use of tobacco in any form or of spirituous liquors denied him.

Prisoners should be allowed a Bible and prayer book of the denomination to which he belongs, together with such other books as may be recommended by a Chaplain and sanctioned by the Commanding Officer.

In the event of prison clothing not being supplied, the prisoners should wear their uniform, fatigue dress being worn on week days and tunics on Sunday, whenever possible, part worn great coats should be issued to prisoners.

Every prisoner should be made to wash himself at least once a day, shave daily, and bathe thoroughly and change his underclothes at least once a week.

The rations of soldiers in imprisonment, as well as pay should cease from the day of his being committed, until the day of his release, his subsistence will, during that time, be obtained from the canteen or contractor by the Provost Sergeant, the cost of same being recovered from the Government each month. A mess book for these supplies should be kept by the Provost Sergeant to be balanced and certified to weekly by the Adjutant.

The scale of diet for cell prisoners should be as under.

1st. For prisoners sentenced up to seven days :

*Breakfast*, 6 oz. of bread, 1 pint oatmeal gruel,  $\frac{1}{4}$  pint milk.

*Dinner*, 8 oz. bread, 1 lb. potatoes.

*Supper*, same as breakfast.

2nd. For prisoners over 7 days and up to 42 days :

*Breakfast*, daily same as first scale.

DINNER.	Monday	}	6 oz. bread.
	Wednesday		1 lb. potatoes.
	Friday	}	1 pint soup with vegetables.
	Saturday		2 oz. cheese.
	Sunday	}	4 oz. bread.
	Tuesday		1 lb. potatoes.
	Thursday		9 oz. meat.

*Supper*, daily same as breakfast.

3rd. For ill conducted and idle prisoners,

Daily 1 lb. bread with water and 1 pint oatmeal gruel.

This diet should not be given for more than three days at a time, nor with a less interval than three days for a fresh offence, the ordinary diet being allowed in the interim, nor should labour be enforced during the duration of the short diet.

Provost prisons should also be used for the detention for safe custody of soldiers remanded for trial by Court Martial, or who have been tried and are awaiting the promulgation of the finding and sentence of a Court Martial, whenever there is available accommodations, and arrangements can be made for their being supplied the ordinary rations and messing of soldiers during such detention. Such prisoners will not wear prison clothing. They

should be allowed to exercise in association during a reasonable portion of each day, and be kept apart from prisoners undergoing sentence. They will not be obliged to labour otherwise than by being employed in drill, fatigue, and other duties similar in kind and amount to those they might be called on to perform if not under detention. As these men will not receive the ordinary cells diet, they will be shown separately in the cells provision accounts.

## PROVOST SERGEANT.

The Provost Sergeant should exercise his authority with firmness, temper, and humanity ; to abstain from all irritating language, and on no account to strike, or otherwise ill-treat a prisoner.

He should see the prisoners frequently and at uncertain times during the day ; but is not to hold, or to permit his assistants to hold any unnecessary communication with them. He should not permit any person to visit the prisoners, except by the special authority of the Commanding Officer.

He should report to the Surgeon at his regular visits, the case of any prisoner who may appear to be out of health, and to report immediately any case of sudden or serious illness.

He should superintend the exercise and hard labour of the prisoners, and not permit the latter to hold any conversation with each other, or with any other person. In case of a prisoner persisting in disobeying this or any other order, when employed outside his cell, he should at once be sent back to it and the case reported for the information of the Commanding Officer.

He should take care that the means by which a prisoner may communicate with him or his assistant are kept in

proper repair, and pay due attention to the heating and ventilation of the cells, also that the prisoners are supplied with their regular meals according to the prescribed dietary.

The underclothing of the prisoners should be washed with that of their companies—or as arranged for locally by Commanding Officer.

It should be also a part of the duty of the Provost Sergeant to perform the police duties of the Barracks, or camp, or of that part of the garrison in or near which the Provost prison may be situated. He should frequently visit the canteens in the neighbourhood, and interfere to prevent drunkenness or riot ; using his authority to repress all irregularity ; and to clear the quarters of any loose or disorderly characters. In the course of these duties he should, at all times, be extremely careful to avoid any personal collision with soldiers. He should be allowed such assistance in making his rounds as may be deemed necessary by the Commanding Officer.

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## SECTION VI.

### DEFAULTERS.

A Non-commissioned Officer should, if he can be spared, be detailed weekly to take charge of and drill all Defaulters ; otherwise the Regimental Orderly Sergeant or Corporal should do it. He should be held strictly responsible that they attend such drills or fatigues as are ordered, that they turn out clean and regular in every respect, and that the drill is conducted as correctly as if under the Adjutant or Sergeant-Major. The Non-commissioned Officer in charge of the defaulters should inspect

the kits of the defaulters at every drill previous to dismissal, reporting all irregularities to the Sergeant-Major. He shall admit no defaulter into his squad, whose name (as such) he has not received from the Regimental Orderly Sergeant.

Punishment drill should be carried on in the barrack yard or drill ground, and when battalions or detachments are in billets, and have not such accommodation, their defaulters should not be exposed to ridicule by being exercised in the streets; but be marched out on one of the public roads for the prescribed period. Punishment drill should not be carried on after *Retreat*, unless the General Officer commanding considers it expedient to do so.

Punishment drill, which consists of marching only, and not of instruction, should not exceed one hour at a time, exclusive of the inspection of kit, nor more than four hours in the same day. In very cold weather the double time may be used for short periods.

The Sergeant of the Guard should direct the Orderly Bugler to sound for defaulters at uncertain times, and on a general average of once every half hour, between *Reveille* and *Tattoo*. The first call should not be earlier than half an hour after *Reveille*, and the last at the warning bugle for *Tattoo*. Defaulters should not be called at a time when they are supposed to be in their barrack rooms, such as about meal hours, etc., or when on parade or fatigue.

On all occasions of defaulters answering their names they should be clean and properly dressed in fatigue dress. Orderly men of rooms and company cooks, if confined to barracks as a punishment should be exempt

from answering their names at defaulters' roll-call, except between *Retreat* and *Tattoo*.

When not on fatigue or parade, defaulters should parade for punishment drill in "marching order." At the regular parades they should be dressed the same as the rest of the men. Men with disfigured faces or black eyes should be confined to quarters till they are perfectly recovered.

Defaulters should not be required to undergo any portion of their punishment which may have lapsed by reason of their being in Hospital or employed on duty.

Defaulters should be permitted to enter the canteen for one hour in the day only ; as a rule this should be in the evening.

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## SECTION VII.

### COMPLAINTS.

One of the fundamental and most necessary rules of military discipline is to forbid anything bearing the appearance of combination to obtain redress of grievances among individuals composing a military force. Appeals for redress by "round robins," or by means of any document bearing the signature of more than one complainant, are strictly forbidden.

If Officers, Non-commissioned Officers, or men, have any complaint or accusation to bring against a superior or other Officer, such complaint should be laid before the complainant's Commanding Officer, who, if necessary, should transmit the same, with his remarks, through the proper channel for consideration to Head-Quarters. They should not be permitted to bring accusations against superior Officers or comrades before the tribunal of public opinion, either by

speeches, or letters inserted in any newspaper; such a proceeding is a glaring violation of the rules of military discipline and contempt of authority. If a Commanding Officer neglects or refuses to attend to a complaint, it may be brought to the notice of the Officer commanding the district or General commanding the forces, notice being given at the same time to the complainant's Commanding Officer, that such has been done.

A Non-commissioned Officer or soldier having a complaint should make it to the Officer in charge of his company. The proper course is for the soldier to apply to the Colour Sergeant, who may either accompany the man himself to his Officer or direct the Orderly Sergeant to do so. The same rule should be observed when there is a favour to ask. This course should not prevent a soldier from asking the privilege of speaking privately with the Officer when brought before him.

It is the duty of all Officers, when receiving complaints for transmission for the consideration of superior authority, to point out to the parties concerned any irregularity in the means they employ in seeking redress, and to refuse to forward any representations that may be subversive of, or contrary to, the general rules by which all military bodies are governed.

In hearing complaints or statements, etc., of Non-commissioned Officers or men, Officers should invariably have another Officer present as a witness to all that passes.

Complaints, etc., of Non-commissioned Officers or men should not, except in cases of unavoidable necessity, be allowed to be put in writing. Non-commissioned Officers and men should make their statements verbally to the Officer commanding their company, who, should he be unable to deal with the matter, will lay it before the Com-

manding Officer ; or should a captain decline to decide in the matter of complaint brought before him, or a soldier declare himself dissatisfied with that Officer's judgment, he may then request his case to be brought before the Commanding Officer. If still dissatisfied, he then has recourse as above stated ; but his appeal should invariably be forwarded through the Officer commanding his company to the Commanding Officer, for transmission to higher authority.

A soldier having the slightest appearance of being under the influence of liquor, or seeming excited or out of temper, should never be taken before an Officer for any purpose whatever.

A soldier who considers himself improperly warned for duty may respectfully remark so to the Non-commissioned Officer ; but if the latter still adheres to his warning, there can be no further altercation ; the duty should be done, and afterwards reported by the aggrieved party in the proper way.

Non-commissioned Officers should invariably take the soldiers they may have to complain of before the Captain of the company, and never on any account make a report of a man behind his back ; nor should an Officer ever award a punishment, however trifling, without having inquired into the complaint ; and although every exertion should be used to enforce the greatest respect and obedience to the Non-commissioned Officers, they should not be encouraged in making frivolous complaints against the men, which will sometimes occur from private pique or dislike.

No application or complaint should ever be made to the Civil Power in any regimental matter, except through the Commanding Officer, or with his sanction.

## PART IV.

# DRESS.

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“The dress and appearance, as well as the demeanour of soldiers, should on all occasions and in all situations be such as to create a respect for the military service. Soldiers are not to go beyond the precincts of their barracks or lines unless properly dressed, and they are not to smoke in the streets until after 6 p.m. in summer and 5 p.m. in winter.” So reads paragraph 24, Sec. vii, of the “Queen’s Regulations.” When in uniform, men cannot be too particular about their dress and appearance, it makes them conspicuous ; so that any defect is much more noticeable than in ordinary attire. There is no foppery in being correctly dressed ; on the contrary, neatness and smartness command respect, just as slovenliness receives contempt. Above all other things in this matter of dress, any admixture of uniform and mufti should be avoided. Such a combination is ridiculous, unsightly, and inexcusable, and when seen is sure to bring the wearer and his corps into disrepute.

An attitude of soldierly smartness should always be assumed, whether in or out of uniform. When walking, the body and head should be erect, and an easy but not a slouching habit acquired ; if without arms, a small cane or “swagger stick,” about the length of the arm should be carried.

A soldier’s look should denote that he is proud of his uniform and Battalion. He should never allow himself to

speaking slightly of the service or corps to which he belongs, or disrespectfully of either his superiors or comrades, but endeavour by word and example to inspire his friends with the belief that *his* service is the best one, and that *his* Battalion is the "crack" one. He should always "stand up" for his Battalion and for his Officers, and never trouble himself about the sneering remarks of ignorant people, nor argue where argument can evidently do no good. If people make insulting allusions, it is best to treat them with silence, and show superiority by allowing their remarks to pass unheeded.

The following directions are laid down in the "Queen's Regulations" in regard to the growth of hair:—"The hair of the head is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under-lip are to be shaved (except by Pioneers, who will also wear beards). Whiskers, when worn, are to be of moderate length."

It is simply impossible to look smart and soldierly with long hair. Appearance, however, is not the only consideration, for, besides cleanliness, short hair conduces much to coolness and comfort. As regards the beard, the best plan is to adopt the fashion of the service. Shaving is not perhaps the most pleasant operation, yet it certainly adds to a man's look of smartness; but when the habit is adopted, care should be taken never to appear in uniform, at least without a clean chin. If, however, the beard is worn (and in some cases a *good* beard may be worn with advantage), it should be of moderate length and kept neatly trimmed.

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SECTION I.

## DRESS OF OFFICERS.

Officers are required by the Militia regulations to provide their own uniform, arms, and accoutrements, and in the case of mounted Officers, suitable saddlery for their horses in addition.

Commanding Officers of corps are strictly forbidden to introduce or sanction any unauthorized embroidery or ornament, or other deviation from the approved patterns.

The rank of Officers in the Militia is indicated by the lace and badges on their cuffs, shoulder straps, etc., as laid down in the "Dress Regulations."

All Regimental badges and devices, and other peculiar distinctions, which may have been granted under special authority to different corps, should be strictly preserved.

Officers in uniform, when in mourning or attending funerals, should wear a piece of black crape  $3\frac{1}{4}$  inches wide round the left arm above the elbow; no other sign of mourning should be worn at any time, unless otherwise specially ordered. The mourning badge should not, however, be worn at levees or drawing rooms under ordinary circumstances.

Officers assuming prominent positions at military reviews, and upon all occasions of State or ceremony, should appear in the full dress of their rank. They are not to appear mounted unless entitled to do so by reason of their rank or position.

A few hints are here embodied as to the pattern and cut of uniform, which may prove useful :—

*Head-dress.*—Helmets and busbies should be worn well down over the brows, and forage cap peaks should come down close over the eyes.

*Great Coats.*—For mounted Officers should partake of the character of the Cavalry cloak and reach nearly to the ankles, with the skirt well split up for riding. The cape should reach the hands and be fastened by a button in the middle of the back to prevent it blowing over the head.

*Tunics.*—Fair upright collar, meeting close and square, sleeves rather narrow; the skirts not longer than the sleeve, when the latter is held straight at the side; plenty of room in the chest, though not wrinkling.

*Patrol or Serge Jackets*—Should fit well into the back and waist, but not so close as a tunic, and rather shorter; they should have slits at the side of the hips, that on the left side being a little longer in order to give room for the sword when hooked up.

*Trousers*—Should be made quite straight, neither too loose nor too tight, and with cross, not side pockets; they should come down well over the boot. Whenever spurs are worn, straps should always be used, and the trousers made two inches longer than usual.

*Pantaloons* for riding should be made like hunting breeches, with plenty of length at the knee and loose about the thigh and seat.

*Mess Jackets*—Should be made so as to hook easily over the waistcoat in Rifle battalions. The Officer of the day wears his jacket fastened up, in Rifle battalions, with his pouch-belt over it, so that if an orderly comes into the mess or ante-room to look for him, he is easily distinguished. In Infantry corps, the sash is worn over the

waistcoat for the same purpose. Shirt collars should not be worn except with the Mess uniform.

*Boots.*—On ordinary parades, when leggings are not used, Wellington boots should be worn (that is, half-high-boots); with leggings, lace-up boots; side-spring boots or shoes should never be worn with leggings. In Mess uniform, patent leather Wellington boots or side-spring boots with the tops made all in one piece are the proper thing.

High boots for riding should be perfectly stiff in the leg, with a rest to keep the spur in place.

*Swords and Belts.*—The latest pattern of sword is straight, and should not be too heavy. It is a good plan to have the hilt and scabbard nickle-plated. Sword-knots should be wound tightly round the handle, so as not to dangle about, and in the case of white ones, kept clean with pipeclay. Sword-belts should always be kept supple; if allowed to get hard, the enamel easily cracks. The top sling should be of such length that when the scabbard is placed alongside the leg, it rests easily on the ground. A sword trailing from long slings looks very slovenly. The top sling of a mounted Officer's sword-belt should be such that when passing the sword-arm over the bridle-hand to draw swords, the hilt should come easily into the hand.

*Sabretache*—Should be light and well shaped and have three slings. The front sling should be the shortest, and the middle and rear in proportion, so that the sabretache will hang square when the wearer is mounted. When mounted, the sword-scabbard should be passed through the sabretache loop.

*Sash*—Should be tied just above the hip; tassels not to hang below the skirt of the tunic.

The following general rules are prescribed by the Queen's Regulations as to the manner and times of wearing certain articles of uniform, viz.:—

(a) Swords are to be hooked up, with the edge to the rear, during parade, and at levées and drawing-rooms, by all Officers who wear the waist-belt over the tunic. Sword-knots are to be twisted round the hilt. At public balls and entertainments where the sword is allowed to be taken off, the belt with slings will continue to be worn by all branches of the service that wear the sword-belt *outside* the tunic. In services that wear the sword-belt *under* the tunic, should the sword be taken off, the sword-belt will also be removed.

(b) When dismounted Officers draw their swords, the scabbards are to be hooked up by Officers who wear the waist-belt *over the tunic*, but will be carried in the left hand by all other Officers.

(c) The sabretache is to be worn on mounted duties only, except by mounted Officers of Rifle Battalions, who wear it on all occasions when the sword is worn. In the field the sabretache may be worn by mounted Officers of Infantry on the belt, or attached to the saddle.

(d) Watch-chains and trinkets are not to be worn outside the uniform.

(e) The whistles of the pattern described in the Dress Regulations will be worn on all parades by the Officers therein referred to.

(f) Brown dogskin or brown buckskin gloves will, in time of peace, be worn by Officers (except of Rifle corps) only when in undress, when the troops are route marching, on flying columns, or at field manoeuvres, and when at camps of exercise.

(g) The full dress sword-belt will be worn when the tunic is worn, except at levées and on State occasions when the levee sword-belt will be worn. On other occasions the undress sword-belt will be used.\*

(h) Greatcoats, cloaks, and leggings will be worn by Officers when parading with their men so dressed.

Brevet Field Officers doing duty with their battalions as Captains are to wear the uniform and adopt the horse-furniture of the rank they hold in the militia. In dismounted corps such Officers will not wear spurs on parade unless they are required to be mounted.

Pantaloon and knee-boots are to be worn on all mounted duties by mounted Officers.

On dismounted duties generally, mounted Officers will wear trousers.

The dress-sash, trousers, and sword-belt will be worn at levees, drawing-rooms, balls, etc., and not at any parade, unless specially ordered and not then the trousers. At levees, etc., the kilt will be worn by all Officers of kilted battalions, whether the Officers are mounted Officers or not.

Officers of infantry will wear the scarlet serge patrol jackets on active service in the field, and in time of peace when the men wear frocks.

The blue patrol jacket may be worn on all regimental duties and on garrison boards.

The undress sword-knot for infantry Officers will be always worn, except in review order, or when the dress-sash is worn.

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\* In our Militia there are only two sword belts used, viz., undress (white or brown) and *levee* dress

An oil-skin cover is permitted to be worn in bad weather with the forage-cap.

When greatcoats are carried folded they will be worn *en banderole* by dismounted Officers.

The Militia Regulations and Orders, 1887, prescribe that in addition to occasions of State or Ceremony, Officers attending in uniform, reviews, entertainments, etc., at which His Excellency the Governor-General, the General Officer commanding, or the Lieutenant-Governor are to be present, should appear in full dress unless otherwise ordered. The full dress, as regards Infantry, is to be understood to consist of helmet, tunic, crimson sash, or white or brown cross-belt with pouch, white enamelled or brown sword-belt, gold lace sword-knot, trousers with scarlet welt. At balls, levees, and State occasions, the gold lace sash, sword-belt, sword-knot and trousers may be worn, but not on parade unless specially ordered. Gold lace trousers should not be worn on parade.

Officers attending other local evening entertainments, such as concerts, theatricals, etc., if required to go in uniform, should do so in Mess dress, which as regards Infantry, is understood to consist of mess jacket, mess waist-coat, and trousers with scarlet welt. At balls and dances, trousers with gold lace stripes may be worn with the mess dress by Officers of infantry.

In the same Regulations it is further laid down that Officers of the Militia generally, when wearing uniform should be governed by the rules prescribed above; but that when they have not got full dress they are not to wear uniform at all at entertainments or on occasions when full dress is specified, except at reviews and inspections, when they may appear properly dressed in the undress of their corps, but are to avoid making themselves

conspicuous, and not assume prominent positions. Further, it is ordered they are not to wear undress when Mess is specified, but must wear plain clothes if they are not in possession of the mess dress or the full dress, which of course they may wear in place of mess dress.

Field and Staff Officers, when attending reviews, inspections, church parades, etc., on foot in summer uniform, should not wear pantaloons and high boots.

With winter dress, high boots should invariably be worn ; mounted Officers wearing jack spurs.

The following orders of dress for parade should be observed by Officers:—

*Review Order.*—To be worn when the Sovereign or her representative is present, for Guards of honour, at all State ceremonies, and otherwise when specially ordered—Full dress ; horse-furniture for mounted Officers complete.

*Marching Order.*—To be worn on the line of march, at route marching, in the field for inspection by General Officers, and on other occasions when specially ordered—Same as in “review order” ; but serge patrol jackets (scarlet for Infantry) in place of tunics, horse-furniture for mounted Officers, without saddle-cloth in the Governor-General’s Foot Guards, or shabraque in the Rifles.

*Field-day Order.*—Used generally for field-days, divisional and brigade drills, and on other occasions when specially ordered—Same as “marching order.”

*Drill Order.*—To be used at ordinary drills—undress serge patrol jacket ; horse furniture—Same as “marching order.”

*Mess Order.*—To be worn at mess on all ordinary occasions when not on duty (such as Guard)—Mess-jacket,

waist-coat, and red-stripe trousers, white collars and black neckties, all mounted Officers to wear (brass or gilt) spurs.

*Divine Service Order.*—Same as “review order.”

*Funeral Order.*—Same as “review order,” but with mourning badge on left arm.

Officers’ horse furniture should include the head rope in all orders of dress. On active service and when encamped, picketing gear should be carried.

Officers should attend General Courts Martial, in “review order”; District Courts Martial, in “marching order”; Regimental Courts Martial, Courts of Inquiry, Boards and Orderly duty, in “drill order.”

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## SECTION II.

### NON-COMMISSIONED OFFICERS AND MEN.

No Non-commissioned Officer or man should alter any part of his clothing or accoutrements without permission, or put any private mark upon the same, his arms, or equipment. By doing so he renders himself liable to punishment, and to make good the article so injured.

No alteration of clothing or accoutrements should be permitted, except by a competent mechanic. All distinctions, whether of rank or good conduct, should be put on by the regimental tailor, under the supervision of the Quarter-Master.

Black leather should not be cleaned with jet or any substance with a brittle surface, but with ordinary blacking.

The ordinary dress worn out of quarters, or what is called “walking-out order,” should be tunic on Sundays,

serge frock on week days, cloth or serge trousers, according to season, forage cap and waist-belt.

Staff-Sergeants do not carry their swords when walking out, but wear the sword-belt, which with the serge frock is worn outside.

Non-commissioned Officers who carry slung swords should wear the waist belt under the greatcoat.

Sergeants only should be permitted to wear side-arms off duty.

Non-commissioned Officers and men on duty should wear side-arms, except men on fatigue.

Non-commissioned Officers and men should sit down to meals with tunics or serges buttoned.

The carrying of bundles or baskets in the streets should not be allowed otherwise than in fatigue dress.

Plain clothes should only be allowed to be worn by the Sergeant-Major and men employed at the Officers' mess and by Officers' servants.

The *helmets or busbies* should not be worn on one side, but be placed evenly on the men's heads, and brought well down on the forehead, with the chin strap under the chin ; it may be hooked up when the helmet or busby is worn otherwise than on duty or parade.

The *forage cap* should be worn smartly cocked on the right side of the head, and about two fingers' breadth above the right eyebrow ; if the Glengarry, it should not be opened from its fold more than it is necessary to cling to the head.

The *water-bottle* should hang over the left shoulder, resting on the right hip.

The *haversack* should be worn slung across the right

shoulder, both slings being under the waist-belt. When empty it should be neatly rolled up and hung under the waist belt and over the bayonet, resting on the left hip.

The *bayonet* should hang on the left hip, not too far to the front.

The *large pouch* when worn should hang about four fingers below the right elbow; the *small pouch or ball-bag* is worn in front, on the right side. When in "drill order" the small pouch or ball-bag should be worn at the back in the centre.

*Leggings* should be worn in wet weather on parade or duty only, but not in "walking out."

Sergeants' *sashes* should be doubled longitudinally, and passed over the right shoulder under the shoulder strap; the runner to be level with the belt; the ends of the tassels level, and not to hang below the tunic.

The *waist-belt* should be worn as tight as it is possible to bear it, as it then not only acts as a support to a man, and keeps the pouch and bayonet in their places, but adds greatly to his appearance.

*Greatcoats and capes* may be worn separately or both together, according to the state of the weather. When greatcoats are carried, folded, by Staff-Sergeants, they should be worn *en banderole*.

The *chevrons* of Non-commissioned Officers should be worn on the right arm only, unless when special authority has been given to wear them on both.

All four-bar chevrons on tunics or jackets should be worn below the elbow, with the points up; those of less than four bars above the elbow, points downward.

Chevrons on greatcoats should be worn below the elbow,

four-bar with their points upward ; others with their points downward.

Good conduct chevrons should be worn on the left arm just above the wrist, with the points upward.

The chevrons of Infantry, below the rank of Sergeant, on tunics or jackets should be of white braid, on a ground same colour as facings, each bar being half an inch in width ; for Sergeants, gold lace half inch wide ; Rifles of black braid half inch wide, on a ground same colour as facings.

On greatcoats, white for all ranks in Infantry, same as for tunics in Rifles.

Pioneers should be distinguished by crossed axes worn on the upper right arm, the Non-commissioned Officer in charge wearing them above his chevrons.

The Band should wear wings, or shells, on the shoulders, with bars or stripes ; in the Infantry the bars of half inch white braid on a blue ground, in the Rifles half inch black braid on a ground the colour of the facings, also a piping down the back seams of the tunic, white in Infantry, and the colour of the facing in Rifles, together with a badge (the lyre) on the right arm, three inches above the elbow.

The Buglers and Drummers also should wear wings, or shells, similar to those of the Band, except that the bars upon them are for Infantry and Rifles of a special pattern braid peculiar to each. A special badge should be worn on the right arm three inches above the elbow, consisting of crossed bugles or a drum.

Regimental Police, when on duty, should wear a white band on the right arm just above the wrist, with the letters R. P. in blue worked thereon.

The chevrons and distinctive badges worn by the several ranks and appointments are as follows :—

*Lance Corporals*.—One bar.

*Corporals*.—Two bars.

*Sergeants*.—Three bars.

*Colour Sergeants of Infantry*.—Three bars, with badge of crossed colours, surmounted with a crown.

*Colour Sergeants of Rifles*.—Three bars, with colour badge, surmounted with a crown.

<i>Orderly Room Sergeant,</i>	}	Three bars.
<i>Paymaster's Sergeant,</i>		

*Sergeant of the Band*.—Three bars with lyre above.

*Sergeant Drummer*.—Three bars with drum above.

*Sergeant Bugler*.—Three bars with crossed bugles above.

*Hospital Sergeant*.—Three bars with Geneva cross badge above.

*Sergeant Instructor of Musketry*.—Three bars with crossed rifles and crown above.

*Quarter-Master Sergeant*.—Four bars surmounted with a six-pointed star.

*Sergeant-Major*.—Four bars surmounted with a crown.

The following are the orders of dress for Non-commissioned Officers and men, as laid down by the Queen's Regulations and amended to suit the equipment of the Canadian Militia, viz :—

*Review Order*.—Tunic, helmet, or busby (cross-belt and pouch), ball-bag; no valise nor knapsack unless specially ordered.

*Marching Order*.—Tunic or serge frock, helmet or busby (cross-belt and pouch), ball-bag, knapsack or valise (con-

taining field kit) and mess tin, with greatcoat folded, and forage cap laid outside the fold, water-bottle, haversack.

*Field Day Order.*—Tunic or serge frock, helmet or busby, cross-belt and pouch, ball-bag; no knapsack, valise, water-bottle, or haversack unless specially ordered.

*Drill Order.*—Serge frock or tunic, forage cap, ball-bag.

*Divine Service Order.*—Same as “review order,” without pouches.

*Funeral Order.*—Same as “review order” for the Escort and “Divine Service Order” for remainder.

The mourning badge is not worn by Non-commissioned Officers or men.

*Guard Mounting Order.*—Same as “marching order,” but without mess tins, which are left in the rooms or tents for the meals to be sent in, unless the rations are cooked on guard. Helmets or busbies may, with permission of the Commanding Officer, be changed for forage caps at *Retreat*, being resumed again at *Reveille*.

## PART V.

# BOOKS & CORRESPONDENCE.

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## SECTION I.

### REGIMENTAL BOOKS.

The books to be kept in a Battalion, as laid down by the Queen's Regulations, are only necessary when permanently embodied for lengthened service. It will be seen in describing them that such only as will be most useful to the Militia, in their ordinary duties at home or in camp, are noted. The entries made in them should be carefully examined periodically by the Commanding Officer, and the books produced at every annual inspection and at such other times as the Commanding Officer may think proper to call for them.

#### GENERAL ORDERS.

These should be kept in a guard book until a year is complete and then bound.

#### GUARD BOOK.

All official letters, circulars and memo's received from the Head-Quarters or District Officers should be posted as they are received, into a guard book.

An ordinary invoice book of foolscap size will be found sufficient to contain the General Orders, etc., of a Militia Battalion for some years.

#### REGIMENTAL ORDER BOOK.

This book should consist of two parts, viz:—

Part 1.—Of temporary orders.

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Part 2.—Of permanent orders.

In part 1 all orders issued by the General Officer Commanding, the Commanding Officer of the district, station, brigade, etc., or by the Commanding Officer of the Battalion, should be entered as they are issued. At the commencement of each year these entries should be reviewed, and such of the orders (including the number and date) as shall appear to the Commanding Officer necessary to be retained, should be transcribed into part 2. After these extracts have been made, part 1 may be destroyed in a few months. The permanent book should have an index, containing the date and purport of each order, the name of the Officer by whom issued, and the page at which it is entered. It may be considered as the "Standing Orders" of the Battalion.

RECORD OF OFFICERS' SERVICE.

This should contain the names of the Officers of each rank in the Battalion, showing the date of their appointments, their age, country, calling, date of their commissions, their certificates of qualification, date of retirement, with particulars of their services (Form 34).

The Record of Officers' services and Digest of the services of a militia Battalion can easily be arranged in the one book, and so save two separate records.

DIGEST OF SERVICES OF THE BATTALION.

An historical account should be kept in every corps of its services, etc., stating the period and circumstances of the original formation, the means by which it has from time to time been recruited, the stations at which it has been employed, and the period of its arrival at and departure from such stations. It should specify the military operations in which the corps has been engaged, and

record any achievement it may have performed, and contain the names of any Officer, Non-commissioned Officer, or private, who may have specially distinguished himself in action, or may have been killed or wounded by the enemy. The badges and devices which the Battalion may have been permitted to bear, and the causes on account of which such badges and devices, or any other marks of distinction, were granted, should be stated, and the dates of such permission being granted. Any particular alteration in the clothing, arms, accoutrements, colours, horse-furniture, etc., should be recorded and a reference made to the dates of the orders under which such alterations were made. The various alterations which may be made in the establishment, by augmentation or reduction, should also be stated in this book. The entries should be made under the immediate inspection of the Commanding Officer.

This record, as already suggested, may be placed under the same cover with the Record of Officers' services.

#### LETTER BOOK.

Should contain the entry of all official letters written by the Commanding Officer, or under his direction, to departments, and to individuals on regimental business, and contain an alphabetical index, with a separate index for the departments.

It need not be preserved beyond three years after it is completed, care being taken to keep copies of such letters as may be likely to be required for reference.

A foolscap book for press copying of 500 pages will be found to last years, under ordinary circumstances, in the Militia service. Such a book is absolutely necessary in every well regulated corps.

## RETURN BOOK.

Is for the copy of all monthly and other returns transmitted to Departments or individuals. They are to be kept together in a guard book, and may be destroyed after the expiration of three years, with the exception of such as the Commanding Officer may deem it proper to retain.

## REGISTER OF LETTERS.

A Register of all letters received according to the following form, giving information as to date of letter, date of receipt, from whom, purport, and how disposed of, with a running number for filing. This should be of foolscap size, its full width when open being used.

No.	DATE OF LETTER.	DATE OF RECEIPT.	FROM WHOM.	PURPORT.	HOW DISPOSED OF.

## REGIMENTAL DEFAULTER BOOK.

This contains a sheet for every Non-commissioned Officer and soldier, with his number and name at the head of each sheet (Form 35), and the following punishments should be entered therein, viz.:—

a. Every conviction by Court Martial or by a court of ordinary criminal jurisdiction, or by a Magistrate involv-

ing imprisonment, or a fine in lieu thereof, the latter, however, if the offender has not undergone imprisonment in default of payment, at the option of the General Officer Commanding.

b. Every case of reduction of a Non-commissioned Officer to a lower grade or to the ranks, for a crime by special order of the General Officer Commanding—not for inefficiency.

c. Every award of imprisonment by the Commanding Officer.

d. Every offence entailing forfeiture of pay under Royal Warrant, and every award of deprivation of pay.

e. Confinement to barracks exceeding seven days.

f. Any punishment awarded to prisoners in a military or provost prison.

Every award of a fine for drunkenness of \$1.83 and upwards.

Crimes of drunkenness are to be entered in black ink, with the number of each offence in red ink.

A half-sheet or two pages should be allotted to every man, the whole secured together in a guard book in alphabetical order, but not bound in sheets, so that when a soldier becomes non-effective by death, the record of his misconduct, if any, may be destroyed. If the man be transferred or removed to another Battalion, it is to be transferred with him (in blank if there are no entries). If he be discharged or deserts, it should be forwarded with his discharge documents to Head-Quarters.

This book is happily not often required in a militia corps, and is noted now, together with the Court Martial Book, more with a view to instruction than requirement.

## REGIMENTAL COURT MARTIAL BOOK.

A guard book should be kept as a confidential document by the Commanding Officer of every Battalion, to contain certified copies of all charges, which may have been prosecuted before Courts Martial on any of the Officers therein serving, together with the finding and sentence in each case, and minutes of the execution or remission of all or any parts of such sentence.

The Court Martial book should contain a sheet for every Non-commissioned Officer and soldier, with his name and number at the head of it. The charges, findings, and sentences, and minutes of confirmation of all Courts Martial should in every case be entered in full, and verified by the signature of the Commanding Officer. The original proceedings of every Regimental Court Martial should be kept by the corps until the annual general inspection, and afterwards preserved with the regimental records for three years. This book is also to contain certified copies of all convictions by the civil power, which should be annexed to the Court Martial sheet (Form 36).

## DIARY OF PARADES.

A record of each parade, with details of the drill practised, and numbers present. It is practically a copy of the parade state with a column for remarks.

## CASUALTY BOOK.

A book is kept in the Regular service, at the Headquarters of every Battalion, in which all changes in the soldier's service are inserted, such as promotion, reduction, and imprisonment. In the Militia service the particulars noted on his attestation form (No. 1), date of enrolment, discharge, or transfer, together with the changes above

noted, should be included. If the book be made in the shape of an alphabetical roll and kept regularly posted up, it will be found a most useful and interesting reference.

#### HOSPITAL BOOK.

The Surgeon of each Battalion should keep an Admission and Discharge Book of all cases taken into Hospital (Form 37).

#### STORES LEDGER.

The Quarter-Master should keep an account with the Department and one with the Battalion (Form 38). This latter should be in two parts, one being with the Battalion collectively, the other with each individual Company, Band, Buglers, and Pioneers, etc. One book will answer for all purposes, see Parts 2 and 3, Form 38.

In barracks or camp an account for rations, fuel, etc., should also be kept, as well as a Letter book at all times.

All "issues" from the Quarter-Master's store should be on requisitions from Officers commanding companies (Form 39), countersigned by the Commanding Officer; and for all "returns" a receipt should be given by the Quarter-Master.

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## SECTION II.

### COMPANY BOOKS.

#### ORDER BOOK.

This book should contain a copy of all Regimental and other orders particularly affecting the Company, which are to be read to the men.

Such a book should be in possession of every Company, and the orders regularly copied into it from the Regimental Order Book.

## ROLL BOOK

Contains the names of the Non-commissioned Officers and men of the Company by sections, with columns ruled, in which their attendance at parades and dates thereof should be carefully recorded in ink.

## CASH BOOK AND LEDGER.

The system of keeping the company accounts on continuous or permanent service has already been described under "Pay," and the books required are described in Forms 4 and 5.

For the ordinary annual drill, however, this method is not necessary, and in place of it a book containing a list of those receiving drill or other pay, with the date, amount, and particulars of the service, should answer all the purposes.

## COMPANY DEFAULTER BOOK.

In the Company Defaulter Book, a leaf should be allowed to every Non-commissioned Officer and man, and all offences, of whatever description committed by Non-commissioned Officers and Soldiers, for which more than one day's confinement to barracks had been awarded, or reprimand or admonition (for drunkenness only) administered should be regularly recorded in the handwriting of the Officer commanding the company, and initialed by him; acts of drunkenness are to be entered in black ink and numbered in red ink. It should be made with a screw back and movable leaves, and invariably be in possession of the Officer commanding the company. In the column for remarks should be written the station where the offence was committed. The Company Defaulter Book should be taken to the orderly room monthly, and

compared with the awards recorded in the Guard and Minor punishment reports, and with the entries in the Regimental Defaulter Book.

When soldiers are transferred or become non-effective, the sheets of this book are to be dealt with as directed for the Regimental Defaulter Book.

The same remarks as noted in connection with the Regimental Defaulter Book, apply to this record.

#### STORES LEDGER.

Each company should have a Stores Ledger, in which two accounts are kept, the one with the Quarter-Master store where all "receipts" and "returns" should be entered at once, with the date and any particulars connected therewith (Form 40); the other with the individual men of the company, see Part 2 of same form. In the latter account a page should be given to each man, and each "issue" made to him, signed for, and the date given. When "returns" are made, the Officer or Non-commissioned Officer taking in the articles should sign for them in the presence of the man returning them. When rifles, swords, knapsacks, haversacks, greatcoats, etc., are issued or returned, the regimental number of each should be marked in their respective columns.

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### SECTION III.

#### INDIVIDUAL BOOKS.

Every Officer and Non-commissioned Officer should have in his possession the latest editions of the following books :—

Infantry Drill.

Rifle Exercises.

Musketry Instruction.

Militia Regulations and Orders.

Standing Orders of the Battalion.

Also a pocket Memorandum book, in which should be recorded the names (residences and business addresses), age, height, date of enlistment, list of arms, clothing, equipment, etc., in possession of each Non-commissioned Officer and man of the company, half company or section under his charge. Such a book is published by Messrs. Gale & Polden, London, Eng., under the title of "Company Squad Roll Book."

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## SECTION IV.

### CORRESPONDENCE.

#### OFFICIAL.

All communications on matters in any way connected with duty should be official.

Applications from regimental Officers should be made to the Commanding Officer, who, if necessary, forwards the same to higher authority. Applications, complaints, etc., from Non-commissioned Officers and men, are to be made personally through their Captains, and not by letter.

Official letters should contain full information of all particulars upon the subject to which they relate, which should be briefly indicated in the upper left hand corner, for example "Leave" — "Equipment" — "Discipline," etc. Each letter should refer to one subject only, and

be written on foolscap paper, with a quarter margin, the margin to be left on the inner side of each page. The paragraphs should be numbered, and the enclosures (if any) described in the margin or on a separate schedule. As a general rule, short communications should be written upon a half sheet; but when the letter extends beyond one page or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures should be avoided, and when additional papers are forwarded, all blank fly-leaves should be removed from them.

Mere covering letters should not be used, as they add to the bulk of documents, without conveying any additional information.

Officers, in affixing their names to official documents should do so in their own handwriting, and specify their rank after their signatures and below, the corps to which they belong. They should be careful to maintain the proper channel of communication in correspondence with the Officer in command of their district or with Headquarters, whether in the actual performance of duty or not, except under special circumstances, where a direct reference may be necessary. Any Officer who, on his own responsibility, transmits documents otherwise than through the proper channel, should fully explain the causes which induced him to do so, and at the same time forward copies for the information of the authority through whom they should have passed in regular course.

The Christian-names of Officers, Non-commissioned Officers or men alluded to in a letter should be inserted in full as well as the surname and rank; and in the case of Non-commissioned Officers and men of the permanent corps their regimental numbers.

Unless otherwise directed or indicated, all replies, remarks, or queries arising out of an original letter or memorandum are to be made in the form of minutes. The first minute is to follow on the page where the original letter or memorandum ends, and the person who affixes it will mark the original letter or subject matter No. 1, and his own minute thereon No. 2 (in red ink when possible). Each succeeding minute is to follow immediately that which by date precedes it, and will in like manner be numbered in sequence. A fresh half-sheet is to be added, when required, for the beginning or continuation of a minute, and on no account is such beginning or continuation to be made on vacant spaces under previous minutes, or in the margin. The following is a sample letter :—

*From Captain Allan,      \*   \*   \*   Battalion.*  
*Leave.    To the Officer Commanding   \*   \*   \*   Battalion.*  
*Toronto,                                  \*   \*   \*   18*

(1)

*Sir,*

*I have the honour to apply for leave of absence for three months for the purpose of visiting England on private affairs.*

*My address will be                          \*   \*   \*   \**

*I have the honour to be,*

*Sir,*

*Your obedient servant,*

*D. H. ALLAN, Captain,*

——— *Battalion.*

(2)

*D. A. G., M. D. No. 2.**Recommended.**L. BUCHAN, Lieut.-Col.**18/4/81.**Commanding ——— Battalion.*

(3)

*A. G.**Recommended.**W. S. DURIE, Lieut.-Col.**19/4/81.**Commanding M. D. No. 2.*

(4)

*O. C., M. D. No. 2.**Approved.**By order,**W. POWELL, Colonel,  
Adjutant General.**23/4/81.*

(5)

*O. C., ——— Battalion.**Returned approved.**W. S. DURIE, Lieut.-Col.**25/4/81.**Commanding M. D. No. 2.*

Official correspondence should never be addressed to an Officer by name, but to the designation of the function he fulfils, therefore, all official letters, returns, and reports made to a District Staff Officer by Commanding Officers of Corps or other Officers within their respective districts, by whom, if necessary, they are to be transmitted to the Adjutant General, should not be addressed by personal name, but as follows :—

*From Lieut.-Col. Arthurs, Commanding  
Discipline.      \* \* Battalion.*

*To the Officer Commanding M. D. No. 2.  
Toronto,      \*      \*      \*      18*

*Sir,*

*I have the honour to report that      \**

*\*      \*      \*      \*      \*      \**

*I have the honour to be,*

*Sir,*

*Your obedient servant,*

*WILLIAM ARTHURS, Lieut.-Col.  
Commanding ——— Battalion.*

Superior Officers and other intermediate authorities are responsible for the correctness of what is set forth in documents submitted by them. It is their duty to endeavour to adjust all matters that come within the scope of their authority; and in transmitting applications or correspondence to Head-Quarters, they should invariably state their concurrence or otherwise, adding such additional observations, based on local knowledge, as may be necessary to enable the authorities to come to a final decision on the question without further reference and correspondence.

Correspondence should not be conducted direct between Officers commanding companies, of different units on matters connected with the men of their companies, when it can be more conveniently done either through the Paymaster on pay questions, or through the orderly room on other questions.

In direct correspondence between Commanding Officers and heads of departments, letters should be signed by the



## PART VI.

# MARCHES & ENCAMPMENT.

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### SECTION I.

#### MARCHES.

There is no occasion on which the discipline of a battalion is more conspicuous, nor on which the attention and vigilance of every Officer in maintaining order and regularity are more especially requisite, than upon the line of march.

Officers of all ranks should be impressed with the importance of preserving the compact order of a column of march by not allowing irregular intervals, straggling, or falling out, except during periodical halts. Men should not be allowed to leave the ranks for water; when water is required the corps should be halted.

It is most important that all marches should begin as early in the morning as practicable. As a rule, troops should move at day-break, and in sultry weather even before day-break or during the night. The march need not then be hurried, the proper halts may be observed, and the heat of the day avoided. The men should be given breakfast before starting, or if not possible then hot tea or coffee and a biscuit.

Troops should begin with short marches, say six miles, and then work up to fifteen miles per day, which should not be exceeded unless a forced march be required; two and a half miles an hour can be accomplished by troops without distress.

There should be a halt from five to ten minutes every hour, and one for half an hour when half way: if the men are to have a meal or hot tea is to be made, a longer halt is necessary. When men are in good condition, however, long halts are not advisable, as they prefer getting the march over as soon as possible.

On the "Halt" sounding, the leading company should be halted at once, those in rear closing up; unless the column is entering an alignment or making any other movement preparatory to a formation to a flank.

Advanced and rear guards should always be formed; the latter is to bring up any man who may have fallen out, and if such soldier be unable to march, he should be given in charge of a Corporal or steady man of the company to which he belongs. The commander of the rear guard should make a report of all occurrences to the commander of the column at the end of each day's march.

Men falling out for a short time should leave their arms and knapsacks to be carried by the section to which they belong; straggling should be avoided, as it upsets all calculation as to time.

A battalion should move with as broad a front as the ground will admit, as men suffer in warm weather from dust and want of air when in close formations, and when marching in fours, a column of tired men is indefinitely lengthened.

On arriving at a bad piece of road, Officers should prevent men from defiling individually.

On reaching a brook or a bad piece of road, the front should be increased for crossing. Defiles, or narrow passes, should be crossed at the double, to prevent the rear being retarded.

Music and singing should be kept up as much as possible, and when the band ceases playing, the drums should beat the cadence.

Next in importance to the feeding of the men is the condition of their feet for marching. Good boots and woollen socks are indispensable. The boots should be broad in the sole, low-heeled, sufficiently thick soles to obviate the feet feeling the inequalities of ground and very roomy, as the foot increases nearly one-eighth of its size in marching; they should be greased, both to render them soft and water-proof; the grease should be rubbed in while hot, and if boots have been wet, when half dry. Mutton-tallow is the best grease that can be used for this purpose. Boots should not be dried at a fire. Socks should be soaped for the first few days' march.

On the line of march an opportunity of washing the feet should never be lost, and, when possible, name the period of the halt; if the feet are sore, bathe in tepid water with alum at night; if blistered, do not tear the blisters, but run needles through them with worsted thread, and leave the thread in and cut off ends, and next day, before marching, apply grease or soft soap. Subaltern Officers should personally see that the men wash their feet constantly, as well as satisfy themselves by personal inspection that the nails are properly cut.

Loose the boot-laces at night when your boots cannot be taken off.

Want of food and exhaustion predisposes to sunstroke; in such a case, open the tunic at the throat, and keep a stream of water on the patient's head till he is conscious.

Discourage men from drinking water largely on the march, though the idea that danger may result therefrom

is obsolete, still the more they drink when hot, the more thirst will be felt.

Take men if possible into camp cool ; if warm do not allow them to take off their tunics for half an hour, unless to bathe at once.

Every facility consistent with safety should be given to men to wash all over with cold water, and if a bath cannot be had, take off the clothing and shake it ; this alone will give refreshment.

#### BIVOUAC.

Troops encumbered with tents and baggage cannot move with the rapidity required in modern warfare, and in the case of pursuits and retreats, when no shelter can be found, when near the enemy, and about to engage, they should bivouac.

In selecting a site for bivouac, two conditions should be carefully entertained, viz., the *military* and the *sanitary*. If on active service in the field and within striking distance of the enemy, the latter should of necessity give way to the former, and a site selected by taking into consideration cover, clear field of fire and the natural formation of the ground with regard to aggressive and passive defence of the position chosen. On the other hand, if in time of peace or at a safe distance from the enemy, the sanitary should take first place, and a site selected with due regard to water, drainage and suitable soil and subsoil to camp on. Short grass with gravel subsoil is very good ; long grass lands, beaver meadows and marshy lands should be avoided.

On arriving on the ground, a battalion should be shown the position it is to occupy, and informed of the duties required of it.

Column is then formed, arms piled and duties furnished, and meals and shelter prepared ; the greater the regularity and division of labour, the sooner the hour of rest arrives.

Latrines should be made, as they are absolutely necessary for the cleanliness of a camp, even for one day.

Fires are more necessary in a bivouac than in a camp, and when allowed should generally occupy the position of tents when camping. A few logs of wood, sods of grass or turf, or stones piled up to windward, afford a fair shelter ; or if there be time and material, make a shelter by driving forked sticks four or six feet long into the ground ; rest a pole between them ; lay branches to windward, at the angle of  $45^{\circ}$ , end of branches upwards.

When lying on the ground, unless in soft sand, always scrape out a hole for the hip-bone to rest in, and it will be found a good plan to club blankets, so that there may be one above and one below ; under any circumstances, dry brushes, fern, grass, etc., should be cut to lie upon. Always contrive something for a pillow ; even a stone is better than nothing.

Men should sleep in sections in rear of their arms.

On waking in the chill dawn, take a sharp run.

Hot tea or coffee and a biscuit at daylight should be served without waiting for breakfast.

Working parties should never be left without Officers, for unless men see their Officers interested in their labour they become dispirited, and of all duties, soldiers most dislike "fatigue" work.

#### BILLETS OR CANTONMENTS.

When necessary to billet or canton a Battalion, it should invariably be preceded by an experienced Officer, accompanied by the Quarter-Master, and by a steady Non-com-

missioned Officer, with one man per company, who will make arrangements for sheltering the men as well as for the necessary supplies of food.

As a rule, the men should not be billeted upon the inhabitant householders, unless there are no other means available for securing shelter ; this is to be decided by the Commanding Officer.

Care should be taken that the billets are not too widely scattered, and that they are as nearly as possible grouped within a circle of which the alarm post is the centre, which should be at the Town Hall, or some such prominent building.

The Alarm post should be fixed upon by the Commanding Officer, and every man made acquainted with it, in order that he may take especial notice of the shortest and most convenient road by which he can repair to it, in case of alarm either by day or night.

The billet arrangements should be completed before the arrival of the force, so that the men may not be kept waiting. The one man previously detached from each company should show the billets allotted for his company. In all cases the Officer charged with the billet arrangements should wait first on the Chief Magistrate of the place and request his assistance and influence with the householders, which will much simplify the work. Where recourse is had to compulsory billeting, the Officer charged with the arrangement should make requisition according to a prescribed form on the Chief Magistrate or any Justice of the Peace, for billets for the required number of men. Every Captain should have a list of his company billets so that if suddenly moved no delay in payment should occur.

Householders are entitled to a daily rate of ten cents for each soldier ; if bedding is furnished, five cents daily in

addition, and twenty-five cents more daily if required to supply food, also twenty-five cents a day for stabling and feeding each horse.

Troops should not be billeted in a convent or nunnery.

The foregoing system of billeting is called "ordinary quarters," that is when the number of men placed in a house or building is in accordance with its size; another system is "close quarters" when it is necessary to concentrate as many men as possible, in which case every building is crammed to its utmost capacity.

#### TRANSPORT OFFICER.

On the line of march a Subaltern should be placed in charge of the Regimental baggage, baggage guard, and transport equipment, whose duty it should be to see that the waggons are correctly loaded under the superintendence of the Quarter-Master, that the horses are harnessed and hooked in, and ready for marching at the proper time, that the order of march is strictly carried out, that no unauthorized loads are placed on the waggons, and that stragglers do not mount them; reporting both before and at the end of the march to the Commanding Officer that everything is regular or otherwise.

He should also see that a list of stores is in each waggon.

Great care and judgment should be used in the selection of this Officer, as the duties are very difficult, requiring activity, perseverance, good temper and ingenuity.

#### ROAD TRANSPORT.

The transport of light baggage, camp equipment and ammunition for each corps on the march should be carried out regimentally.

Each Battalion should furnish its own baggage guard on the line of march, and be responsible for the safety of its baggage. The guard in a weak Battalion should not exceed one Sergeant, one Corporal and ten privates. It acts under the order of the Officer in charge of regimental transport, by whom it is distributed along the column of waggons, as he may consider most advisable; he makes them accountable that nothing is taken off. The men of the guard should never put their arms on the waggons, but march by the sides with bayonets fixed. In the case of hired transport, the Officer should be responsible that the drivers and horses are not ill-used, and that nothing is required of them to which they are not bound by law or previous agreement. At night, when the baggage is not unloaded, the waggons should be "parked" so as to occupy as little space as possible, and placed under the charge of sentries.

One Non-commissioned Officer should be with the leading waggon and one with the rear waggon, the Officer moving along the line constantly to direct.

For the loading and unloading of waggons, a fatigue of two men per company should be told off.

In Canada, the ordinary farmer's waggon would be most generally used for baggage; a suitable load for a two-horse waggon is from 800 to 1,000 lbs., for a four-horse 1,800 lbs., and for six horses 3,000 lbs.; a two-horse waggon occupies 12 yards of road, including the interval between waggons, a four-horse 16 yards, and a six-horse 20 yards.

In case pack animals have to be used, the ordinary load for a horse or mule would be 160 pounds in addition to weight of saddle, the load for a pony or donkey 80 pounds, and the best saddle for such purposes is the Mexican pack saddle.

A Battalion of 500 strong would require the following waggons :—1 Head-Quarter, 8 Company, 4 Tent, 4 Ammunition, 1 for Entrenching tools, total, 18 waggons, 36 horses, and if more than one day's ration per man is required, one additional waggon will be required for each day's rations.

The baggage waggons should be loaded as follows :—

*Head-Quarter*—Staff Officers' baggage, blankets, camp kettles, and rations ; regimental books and stationery ; Staff Sergeants' kits ; medical panniers and one circular tent for hospital use.

*Company*—Company Officers' baggage, men's blankets and kettles, one day's rations for the company.

*Tent*—Tents for Officers and men of two companies in each, and tents for Staff Officers distributed equally.

*Ammunition*—115 rds. per man.

*Entrenching Tools*—Axes, picks, shovels, etc., extra to those carried by the Pioneers.

If the men's knapsacks (or valises) are to be carried, additional waggons will be required.

In connection with waggon transport a few waggon poles, trace chains, strong leather straps, carriage bolts with nuts and a supply of small rope should be carried, for use in case vehicles or harness break ; there should also be provided a few broad Dutch collars or breast straps, to replace badly fitting collars.

The pace for all transports is a walk, even with empty waggons. If a waggon falls behind, it should regain its proper position at the walk during the next halt.

If a load falls off or a waggon breaks down, the whole of the baggage should draw up on the off side of the road,

and the guard then repack the load or distribute it amongst the others.

The impressment of waggons, etc., can only be resorted to—1st. In cases of emergency, when delay would be caused by hiring. 2nd. When transport cannot be hired. 3rd. When the charges made for hired transport are excessive.

The articles which compose the baggage should be so arranged that the weight of any one package in no case exceeds three cwt., that being the weight which four men can load and unload without risk of sustaining personal injury. The size of packages should not exceed 3 feet six inches in length, 2 feet in width, and 2 feet 3 inches in depth.

Every chest, trunk, bale, or other article of public baggage belonging to the Regimental Store, Orderly Room, Band, Officers' Mess, or the Hospital, should be distinctly numbered and marked with paint; and every article of baggage belonging to individuals should have the rank, name, and corps of the owner legibly painted upon it.

#### TOLLS.

All troops on duty or on the march, with their horses and baggage, all recruits marching by route, all prisoners under military escort, and all carriages and horses belonging to Her Majesty or employed in her service, when conveying any such persons as aforesaid, or their baggage, or returning from conveying the same, are exempted from payment of any tolls in passing along or over any turnpike or other roads or bridges.

#### RAILWAY TRANSPORT.

Railways form the quickest and cheapest mode of transport for small bodies of troops, be the distance great or small.

Any ordinary passenger car will accommodate about 40 men in marching order, but for a long journey this is overcrowding, unless it be a Canadian Pacific Railway "colonist car," which is admirably suited for the conveyance of troops.

For the conveyance of horses, ordinary box cars must be used, there being hardly any proper horse cars fitted with stalls to be found, unless the few in use on the above-named railway for the conveyance of stock to Manitoba, and known as "palace horse cars." A 33-foot box car will carry sixteen horses if they be placed across the car, alternate heads and tails, without harness; if placed longitudinally, the car will only carry eight horses, but then food can be taken for them in the same car, as well as their grooms, and they can be fed and watered without being taken out; whereas with the larger number they should be detrained each time it is necessary to give food and water.

Special platforms are necessary for the entraining and detraining of horses; if there are none, or not enough, temporary ones should be extemporized, or ramps be made of planks having cleats nailed across them.

A Battalion moving by railway should, on arriving at station, be halted, and the companies told off according to the number each car will contain, a portion of Non-commissioned Officers being allotted to each party. Bayonets, haversacks, etc., should be shifted to the front of the body, and the companies then be marched into their respective cars, at once taking their seats, and holding their rifles between their knees, the Officers remaining with their men, the Majors looking after their respective half battalions, and the Adjutant the band, buglers and pioneers.

When possible, on each car should be legibly marked beforehand with chalk, the Company and number of Non-commissioned Officers and men that is to occupy it; this saves a deal of time, as on the arrival of the Battalion the several companies are enabled to march into the train at once. The Officers' car should be placed in the centre of the train.

No shouting, cheering, or playing on band instruments should be permitted whilst the train is leaving or arriving at stations.

When away from the station, the men should be allowed to take off their accoutrements, etc., and make themselves comfortable. As soon as all are in order, the Officers can be permitted to go to their own car.

Rifles should not be placed on the floor, but securely fastened in an upright position.

Orderly Officers should be detailed, whose duty it should be to pass continually through the train to see that the orders are carried out. At stations they should remain on the platform during the stoppage.

Bayonet sentries should be placed at each door, with orders not to allow men to stand on the platform nor leave the train unless permitted to do so. During stoppages, two or more sentries should be placed outside each car to prevent liquor being passed into the train.

If a long journey, the men should if possible, be occasionally allowed out of the train to stretch their limbs; on returning to the train, rolls should be called and the companies reported as present or otherwise.

When nearing the destination, the Officers should join their companies. On arrival, the markers should first be thrown out, but until the "fall in" is sounded neither Officers nor men should be permitted to leave the train.

When a corps leaves its own head-quarters the Commanding Officer should send a "marching out" state to the Officer commanding the station it is leaving, and at the end of its journey a "marching in" state (Form 41) to the Officer commanding the station at which it arrives. This form can be altered to suit both cases.

#### WATER TRANSPORT.

In selecting vessels to carry troops, care should be taken that they are suitable. The space required between deck and beam should be at least 6 feet 6 inches for men, and 7 feet 6 inches for horses.

In moving by water, a Battalion should, if possible, move on the steamer without halting (the band ceasing to play on reaching the wharf), and the companies at once directed to their several stations, where they should remain standing at ease until the steamer leaves the dock.

The Majors should specially superintend the embarkation of their half battalions, the Adjutant (if not required by the Commanding Officer) looking after the band, etc.

On the steamer getting well away from the dock, arms and accoutrements should be put carefully away, each company's being separate and distinct, and the men then allowed to move about.

Orderly Officers and Non-commissioned Officers should be detailed, Regimental and Company alarm posts named, and all duties carried out as regularly as if on shore.

The Officers should constantly go among the men during the journey, to see that everything is regular. The men should not be allowed to get off the steamer at intermediate landing places, except by special permission.

On nearing its destination the Battalion should be accoutred and fall in by companies, and on arrival, after

the markers are thrown out, each company marched off the steamer on its marker.

The baggage should be placed under a guard and sent down before the Battalion, being put on the steamer in advance of it, but not taken off until after it has disembarked.

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## SECTION II.

### ENCAMPMENT.

The same rules apply in the selection of a camp as laid down for a "Bivouac," as to its position.

A camp should be on dry ground, accessible from a main road, with a good supply of water and fuel in its vicinity, and within easy reach of all necessary supplies. The means of passing freely through the camp with a large front should be maintained. The camp should be as completely arranged as the above considerations permit.

The tents, bivouacs, or huts should be disposed with a view to the greatest amount of order, cleanliness, ventilation and salubrity.

The tents of a Battalion should not be arranged in a double line; short single lines are the best. The tents in a line should be separated from each other by a space at the very least equal to a diameter and a half of tent, and the farther the lines can be conveniently placed from each other the better. If troops are at a distance from an enemy, and are to remain some time in camp, and ground is available, the camp should be formed at double intervals.

Whenever troops remain in camp more than three days tents should be struck every two days. All arms, straw,

and blankets should be removed from the ground covered by the tents, the ground swept clean with a broom or branches of trees, and left exposed to the sun and wind. Blankets, clothes, etc., should be spread out to air, and the tents roughly pitched in the intervals of the camp with slack ropes, and the fly loose to allow it to be well blown about.

Every morning, except when it rains, the sides of the tents should be rolled up, and previous to retiring for the night all the tent ropes should be slackened off a little, as the rain or dew will tighten them enough to draw the pegs and strain, if not tear, the canvas.

As a rule, the doors of the tents should face the head of the column, but this rule should never prevent their being turned away from the prevailing wind.

Trenches should be dug around the tents, just outside the walls, and a drain made to connect these trenches so that the water may not lodge in them, but run freely off. These trenches should be four inches deep, and a spade's breadth. The first wet day after the camp is formed, Officers commanding companies should personally examine the ground on which their companies are encamped, and should see that the proper drains are constructed; half an hour's work on a wet day, when the natural run of the water can be seen, will do more to keep the camp healthy than a day's labour in dry weather. Shades should be constructed in all standing camps, to shelter the sentries from rain.

No traffic of any kind should be allowed along the front of a camp or through the tents. All carts, waggons, and horses should pass through the intervals between corps and along the rear. A place for a market should be selected and named in orders. All persons coming to the camp to

sell articles of any kind should be confined to this place and not allowed to wander about the camp. The camp police should arrest all persons found wandering, and a picquet should remain in the market until it is cleared. The Commanding Officer should arrange a tariff of prices at which various articles may be sold, and no departure from this should be allowed, all articles being paid for at the time by the purchaser.

The camp police should make rounds at uncertain intervals through the camp, and summarily arrest all who may contravene the orders. Women of loose character should be carefully excluded from the camp.

The main street through the Officers' tents should be used by men on duty only, Non-commissioned Officers, or persons having business with Officers.

No person should be allowed amongst the Officers' tents except the Sergeant-Major, the Quarter-Master Sergeant, Non-commissioned Officers, orderlies, or persons having business with Officers, all other persons being directed to pass by the flanks.

The following necessities should be sufficient for a short camp :—Two flannel shirts, two pair of woollen socks, a towel, a woollen cap, a piece of soap, a knife and lanyard, fork and spoon, a spare pair of boots.

A woollen cap is very good to sleep in ; it keeps in heat. Above all things, keep the hair closely cut.

As washing clothing is not generally practicable, it is sufficient, for a few days' work, to expose flannel articles to the air and beat them.

On leaving a camp a mounted Officer should ride over the ground after the tents are struck, to see that nothing is left behind, that the latrines and kitchens are filled in, and all bones, offal and rubbish are buried.

In encamping large bodies of troops, it is very desirable that a sketch of the ground, no matter how rough, showing the place to be occupied by each corps, should be prepared beforehand ; by this means the Officer charged with forming the encampment can, in a few minutes, place the whole of the camp-colour men, so that when the battalions arrive they can proceed at once to the positions assigned to them.

## PITCHING TENTS.

Whenever the nature of the ground will admit, the following mode should be observed in the formation of Battalion camp : the front to be the same as that of a Battalion when in line.

When a Battalion marches on the ground allotted to it, the Quarter Guard immediately takes possession of the spot where the guard tent is to be erected, and where a small camp colour should have been already placed by the Quarter-Master, and the necessary number of sentries to cover the camp thrown out. The Battalion should be formed in column by the left, so that each company stands on the parade with the ground previously marked off for its tents on the reverse flank. The arms should be "piled," accoutrements taken off and placed in rows on the ground or hung on the piles of arms.

A Battalion on the march should have all the men warned for their several duties at the last halting place before entering the camp ground. Until the tents are pitched the Officers should not leave their companies, nor employ men for their own convenience.

The following parties should then be told off and paraded by the Adjutant :—

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Cooking party—Two men per company, under the Sergeant Cook.

Latrine party — All the Pioneers who carry pick-axes and shovels, and one man per company.

Water party—One Non-commissioned Officer and two men per company, under a Sergeant.

Ration party — A Non-commissioned Officer and two men per company, or more if the company is strong, under the Quarter-Master Sergeant.

Wood party — Two men, or more if requisite, and a Non-commissioned Officer per company.

The Sergeant Cook should select the place for the kitchen within the space marked out by the camp colours, and make the kitchen as soon as the tools can be procured. As will be seen by the diagram (page 229), company cooking trenches should be dug between the Officers' and the men's tents.

The Sergeant of Pioneers should at once begin the latrines, it being essential that the ground be not fouled.

The ration party, under the Quarter-Master Sergeant, will go to the depot and receive the rations.

The wood party will, if no fuel is issued, seek for and bring it to the kitchens.

Each company should then be told off in squads for pitching the tents, the usual number is six men and one Non-commissioned Officer. The squad is subdivided as follows:—Nos. 1 and 2, pole-men; Nos. 3 and 4, peg-men; Nos. 5 and 6, packers and unpackers.

Each company should proceed as follows (say the company is fifty men, and that five tents are required for it):—

The Captain gives the word, "Out, No. 1 pole-men." The men told off as "No. 1 pole-men" to each tent "fall in" in single rank, so that the left-hand man rests on the alignment of the pegs driven by the Quarter-Master.

The command is then given, "From the left — paces extend," when the pole-men extend to — paces from each other; each man, except the left-hand man on completing the extension, turning towards the directing flank of the company.

A Major should then dress the left-hand pole-men from the left-hand man of the pole-men of the leading company, so that they stand exactly on the alignment of the colour placed by the Quarter-Master, and give the word "Steady," on which the Captain of each company will dress his own row of pole-men from the left-hand man (who has already been covered by the Major); and when correctly dressed give the word "Steady," upon which the men will turn towards the head of the column and each line be covered correctly in column.

Each squad should bring up a tent, etc., and drive a peg between the heels of the No. 1 pole-man, these pegs mark where the pole of each tent is to rest.

No. 2 having in the meantime joined the two pieces of the pole together hands it to No. 1, who turns towards the rear of the column.

Nos. 3 and 4 distribute the tent-pegs at the same time, where they will be at hand when required.

Nos. 5 and 6 have in the meantime unpacked the tent and stretched it out flat on the ground, with door uppermost and hooked, when it will form a triangle, the base of

which should be one pace away from the feet of No. 1, the apex pointing towards the rear of the column.

No. 1 will then insert the pole so that one end is fitted into the cap.

No. 2 drives the cap on to the pole, the other end being placed between the heels of No. 1.

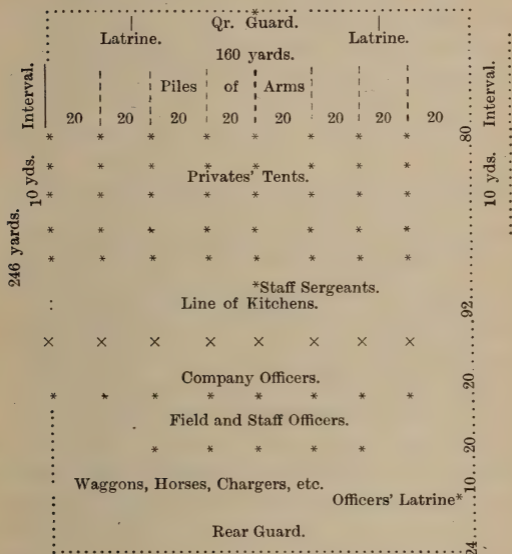
Nos. 3 and 4 at the same time get hold of the two front angle ropes.

Nos. 5 and 6, the two rear angle ropes (which are marked red to distinguish them from the others).

On the bugle sounding one "G," or on the command "Raise tents," the poles to be at once elevated by Nos. 1 and 2, the former getting inside the tent and keeping the pole upright by putting the end of it between his feet; the four angle ropes to be at once pegged down, No. 2 taking care that the door is square to the front, that is, facing the same way that the men did when they stood in column, and that it is well closed; the peg-men will then peg down the other ropes, working gradually round from their right to their left, under the superintendence of the Non-commissioned Officer, who will take charge of the tent bag and mallets, see that the pole is placed in the spot marked off for it, that it is upright, that the door is properly placed, that the cords are stretched in a line with the seams of the tent, that the slides are made fast at equal distances between the tent and the pegs, and enforce silence during the work.

Officers commanding companies should now examine the tents to see that they are properly pitched, the arms, accoutrements and blankets brought in, and a trench dug round each tent with a proper drain to carry off the water.

INFANTRY CAMP FOR 8 COMPANIES OF 50 MEN EACH.



The space marked for the arms to be piled before pitching is the regimental parade ground and alarm post.

To the front, and in line with the centre of the camp, the quarter-guard tent should be pitched, and a latrine constructed on either side half way between it and the flanks of the regimental parade ground, or the latrines may be placed in the rear corners of the ground.

In the rear tent of each row should be the Colour Sergeant of the company. Staff-Sergeants should have tents

to themselves, pitched in rear of the central rows of company tents.

Rifles during the day, in fine weather, should be piled outside each tent; in bad weather and at night they should stand round the pole, confined at the muzzles by a barrel hoop (wood) suspended from the pole. Bayonets and accoutrements should hang from crossed pegs on the pole above the rifles.

Officers' tents should be in rear, that is, on the reverse flank of their respective companies; Field and Staff Officers' tents in rear of the company Officers'; rear guard tent at the limit of ground in rear of all; Hospital tent in a place selected by the Surgeon; stores, chargers, horses, waggons, etc., on the most suitable ground in rear of the Staff Officers' tents.

Camp colours are placed at the four corners of the ground; these are each 18 × 18 inches of blue for Infantry and red for Rifles, with the number of the Battalion in red and green figures respectively on each; the Commanding Officer should have a little larger colour erected in front of his tent, distinguished by a transverse cross of blue or red.

The *Colours* of a corps when not in use should be with the quarter-guard (in their cases) under the charge of the No. 1 sentry of that guard.

#### STRIKING TENTS.

On the command "Prepare to strike tents," No. 1 will get inside the tent, No. 2 closes the door and keeps it closed until the tent is struck.


Nos. 3, 4, 5 and 6 will pull out and place in the bag all the pegs, except the four angle ones which they will

afterwards draw and hold on to the ropes, Nos. 3 and 4 the front ones, Nos. 5 and 6 the rear ones.

On the bugle sounding the one "G," or on the command "Strike tents," No. 1 will lower the tent towards the rear.

No. 2 will separate the pole into two pieces, and tie them together.

Nos. 3, 4, 5 and 6 will spread out the tent neatly in

this form :—  the ropes being rolled up round the sides, and then placed so that they do not appear when the tent is folded up.

The sides will then be folded to the centre, until the breadth required for the depth of the tent bag is arrived at.

The head will then be folded down to the bottom about half way, after which Nos. 5 and 6 will both proceed to roll from head to bottom, placing their knees on the tent as they roll it.

When rolled up tightly, No. 6 will hold the bag, No. 5 will lift one end of the roll until it is got into the mouth of the bag, when it will be got into a perpendicular position, and both men holding the mouth of the bag will shake the tent into it.

The peg bag, etc., will be put inside, and the whole secured at the top and afterwards carried to the waggons.

A bell tent, when pitched, has an interior diameter of 13 feet ; diameter to side ropes, 21 feet ; diameter to weather guys, 33 feet ; the latter are seldom provided.

Its weight dry is about 72 lbs. ; and wet, about 89 lbs.

It consists of one valise, one pole (in two pieces), and a bag containing 42 pins and two mallets.

## KITCHENS.

Kitchens should be made so as to not incommode the occupants of the tents by their smoke, and yet be within a reasonable distance of the men's tents.

Each company should have its own kitchen in rear of, and in line with its own row of tents. The simplest kitchen consists of a trench dug in the direction that the wind is blowing, of such width that the kettle, when placed on it, should not rest above an inch and a half on each side; its depth should be 12 inches at the end from which the wind is blowing, and continue that depth for two feet, decreasing then gradually to six inches at the opposite end, where a space must be left equal to the breadth of the trench to serve as a chimney. The fire is lit at the end where the trench is deep; it should not extend beyond two feet up the trench. The kettles are placed touching one another along this trench; dry sods should be used to stop up the chinks made by the roundness of the kettles, so that the space under them may form a flue. It is advisable to pile up sods, or with stones and earth to erect a chimney from three to five feet in height, at the end away from the fire.

If a Battalion halts for more than one day, these kitchens are susceptible of great improvement; the chimney can be made of mud or wattle and daub, and the draught may be increased by using short pieces of hoop iron as bars stretched across the trench to support a filling-in of clay round each kettle, or in other words, to make a regular place for each kettle, into which it will fit exactly, so that its position may be frequently changed to prevent the contents of one being cooked before the other. As the day following the wind may change to an exactly opposite direction, a similar trench must be dug in continuation

of the former one, the same chimney being used ; in this manner the same chimney will serve for trenches cut to suit the wind blowing from all four quarters. The openings from these trenches into the chimney should be closed with a sod, except the one to be used when the fire is lit. In some places, where bricks or stones suitable to the purpose are to be had, it is better to construct these kitchens on the ground, instead of below the surface.

Two logs rolled together in the direction of the wind, the fire being kindled between them, make a good kitchen, the kettles being hung from a stick resting at each end on a forked upright.

Where stones are plentiful, a temporary fireplace can be quickly constructed ; small poles six or eight feet long, one end stuck in the ground, the other end projecting over the stones, can be used to hang the kettle on.

#### STRAW.

When straw is issued for the use of troops it should be made into mats, and not left loose in the bottom of the tent. Mats may be best made as follows :—The straw is twisted into ropes ; two rows of tent pegs are driven into the ground parallel to one another and two feet apart, and the rope passed round the pegs to form the web. Other straw ropes are interlaced, so as to form the woof, and an excellent mat is made in a short time. Each man should have two mats, one for his head and shoulders, the other for his legs. Four men will make the mats for an entire tent in one day, two twisting the ropes and two weaving.

#### WATER.

Few things are of more importance to the well-being of troops when encamped than a plentiful supply of pure

water ; good water should be transparent and free from colour, taste, smell, or deposit on standing, and should make a good lather with soap—bad water can be improved by boiling it, muddy water can be cleared by alum, six grains per gallon is sufficient. Tea leaves that have been used put into drinking water assist to remove organic matter.

From whatever source the water supply is derived, it is absolutely requisite that it should not be polluted. The Officer entrusted with the duty of forming the encampment should therefore post sentries over it, taking them from the first troops that arrive on the ground ; when the camp is completely formed, a guard should be posted over the water supply. If the supply is from a stream, great care should be taken that the watering place for the men should be distinct from that for the animals. The latter should be lower down the stream than the former, and it is advisable to send patrols up the stream to prevent men washing or bathing in it.

All washing in the neighbourhood of wells or watering places used for drinking should be strictly forbidden, as the foul water percolates through the soil.

If the stream has a muddy bottom, great care should be taken not to stir up the mud by dipping vessels into it. If the stream is shallow, dams should be made on it ; these are easily constructed with a few pickets and sods. A small piece of tarpaulin may be used with great advantage for the purpose of making them water-tight, a barrel sunk in the bed of the stream affords a convenient place into which to collect water.

Filters can be easily made by placing two barrels one within another, and ramming the place between with clean straw, coarse sand, and charcoal if it can be procured, or

branches of trees with the bark taken off. The water is allowed to flow into the outer barrel and rises through holes pierced in the bottom of the inner barrel. In a standing camp, if the water is not good, charcoal should be made, and the water regularly filtered. When no existing source of water supply is available, it may be found by sinking wells; Norton's tube well is a most valuable adjunct in such a case, and is easily transported.

Each man requires for drinking 3 to 4 pints of water a day; for drinking and cooking from  $\frac{3}{4}$  to 1 gallon; for drinking, cooking, washing, etc., at least 4 gallons are desirable. Each horse from 6 to 9 gallons daily, taking from  $1\frac{1}{2}$  to 2 gallons at a time.

#### LATRINES.

Latrines should be made in the most convenient situation by fatigue parties, as soon as troops arrive on the ground, the places having been previously marked out for them by the Quarter-Master. The trench should be as narrow as possible, and about four feet deep, a rail or post supported upon a forked post at both ends, and about eighteen inches from the ground, laid along the edge, will serve for the men to sit on, and the whole should be screened with a piece of canvas, bushes, trees or lumber from public view. A fatigue party should throw a couple of inches of earth over the soil every day. This, if carefully done, will prevent all smell. When the trench is filled up, another one should be dug near it.

Too much care cannot be taken in selecting the sites of the latrines and placing them so that no filtration can reach the water supply.

The camp police and sentries should have orders to prevent the men from committing nuisances in the vicinity of the camp.

## PART VII.

# FORMS.

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Owing to want of space, the accompanying Forms are necessarily very much contracted, but at the foot of each a note is attached specifying the size that it should be.

Printed Forms are recommended in all cases.



## FORM 2.

— BATTALION.

CERTIFICATE OF DISCHARGE.

This certifies that —, of the County of —, Province of —, Dominion of Canada, aged — years, served continuously in — Battalion from the — day of —, 18—, to the — day of —, 18—, and is now discharged therefrom.

—, Captain,

Commanding — Co.

—, Lieut.-Col.

Commanding — Battalion.

Dated at —,

This — day of —, 18—.

(Letter paper size.)—N.B.—The character of the man should be written in red ink across the form.



## FORM 3—Part 1—(Continued).

COMPANY, \_\_\_\_\_ BATTALION.

STOPPAGES CREDITED TO THE PUBLIC.		DR.						CR.						SIGNATURE	REMARKS	
STOPPAGES.		STOPPAGES.						REGIMENTAL PAY.								
Mulct. Pay		Reg. Necessaries		Debt Last Acct.	Cash Received.	Credited to the Public.	Regimental.	Credit Carried Forward.	Total.	Credit Last Acct.	Good Conduct and Extra Pay.	No. of Days.	Rate.	Total.	Debt Carried Forward.	Total.
		Barrack damages														
		Total.														

N.B.—The above completes the page of the Pay sheet, being the right hand side.

**FORM 3—Part 2.****PAY SHEET OF NON-COM. OFFICERS AND MEN.**

Abstract of Troop, Battery or Company Account.

DATE.	\$	Cts.	DATE.	\$	Cts.
To Debit last month....			By Credit last month....		
“ Cash .....			“ Net amount of pay sheet.....		
“ .....					
“ .....					
“ .....					
Balance Cr.....			Balance Dr.....		
Total...\$			Total...\$		

\_\_\_\_\_, Comdg. \_\_\_\_\_ Company, \_\_\_\_\_ Battalion.

Approved, \_\_\_\_\_, Lt.-Col. Comdg. \_\_\_\_\_ Battalion.

Date, \_\_\_\_ —, 18 .

N.B.—The above is printed on the upper half of the last page.

## FORM 3—Part 3.

## PAY SHEET FOR NON-COMMISSIONED OFFICERS AND MEN.

Recapitulation to be filled in by the District Paymaster.

	Staff Non-Com. Officers.	Sergeants.	Corporals.	Buglers.	Privates.	Amount of Pay Sheet.
Non-com. Officers and Men employed.....						
Died or deserted.....						Total amount of pay.  Less Stoppages.
Under forfeiture of pay by sentence of Court Martial.....						
Total Number on Pay Sheet .....						Net amount on Pay Sheet.

I certify that I have examined the Pay Sheet and found it correct in every particular.

N.B.—The above is printed upon the lower half of the last page.  
\_\_\_\_\_, Paymaster. \_\_\_\_\_ Date. \_\_\_\_\_ Place.

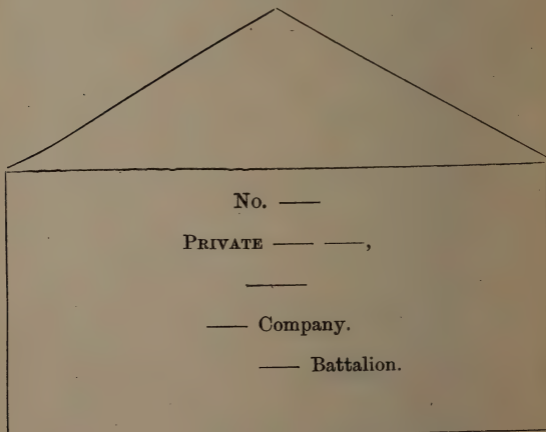






**FORM 6.****DOOR CARD.**

——— Battalion.	
No. ——— Section.	
——— Company.	
1 Sergeant. 2 Corporals. 16 Privates.	Sergeant ——— In Charge.

(Size,  $4\frac{1}{2}$  x 3 inches.)**FORM 7.****BED CARD.**


No. —	
PRIVATE — —,	
———	
——— Company.	
——— Battalion.	

(Size, 3 x 2 inches.)

**FORM 8.**

**ADDRESS FOR SOLDIERS' LETTERS.**

FROM PRIVATE OR SERGEANT \_\_\_\_\_, \_\_\_\_\_ BATTALION.

To

(Here insert address.)

2 Cent  
Stamp.

Com'd'g \_\_\_\_\_ Battalion.

## FORM 9.—Part 1.

— BATTALION.

SICK REPORT, — COMPANY.

— 18 .

REG. NO.	RANK AND NAME.	AGE.	WHETHER FOR DUTY, A PRISONER OR DEFAULTER.	SURGEON'S REMARKS.

(See over for continuation.)

(Size 8 x 4 inches.)

— Orderly Sergeant.

N. B.—This form is sent with the sick of each company to the Hospital.

## FORM 9.—Part 2.

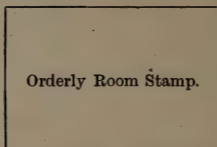
*To be Discharged from Hospital to-day.*

No.	Reg. No.	Company.	RANK AND NAME.

The above information is given on the back of the Company Sick Report by the Surgeon, before returning it to the company Orderly Sergeant.





**FORM 12.****PERMANENT PASS.****PERMANENT PASS.**

The bearer, No....., Corporal or Private.....

.....  
 has permission to be absent from his quarters till 12  
 midnight, except when on duty.

.....

Lieut.-Col.

Com'g..... Battalion.

.....18...

*N.B.*—This form should be pasted upon stiff cotton or pasteboard, and folded once, so as to be carried easily in the pocket.

FORM 13.

.....Company.

..... Company, ..... Battalion.

No.....

Place .....

PASS.

Date .....

No. — Pte. — has permission to be absent from his quarters from  
 — o'clock, — M. the — until — o'clock — M., the  
 — for the purpose of going to

From .....

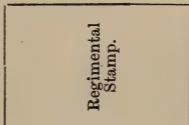
To .....

Date of last entry or release  
 from imprisonment.

Recommended.

..... Lieut.-Col.,  
 Com'd'g ..... Battalion.

..... Com'g Company.



(Made up in a book 10x4 inches.)





## FORM 16.

SERGEANT-MAJOR'S DETAIL for month of

Privates.

Company.	Avail- able for Duty.	DAYS OF MONTH.	Duties.								Remarks.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
			Guard.	Escort.	Picquet.	Fatigue.	Guard.	Escort.	Picquet.	Fatigue.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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N.B.—A foolscap memorandum book should be used. In detailing the duties the number required should be put in the columns for "days of month."

## FORM 17.

\_\_\_\_\_ Battalion.

\_\_\_\_\_ Company.

DUTY STATE.

\_\_\_\_\_ 18

Distribution.		Sergeants.	Corporals.	Buglers.	Privates.	Total.	
Absentees and Employed.	Present fit for duty.....						
	{ Attending Recruit Drill.....						
	{ Pioneers.....						
	{ Musicians.....						
	{ Sick in Hospital.....						
	{ Attending Hospital.....						
	{     "     Officers' Mess....						
	{ Regimental Employ.....						
	{ Servants.....						
	{ Company Cooks.....						
	{ Orderlies.....						
	{ Tailors.....						
	{ Shoemakers.....						
	{ In Imprisonment.....						
	{ Absent with Leave.....						
	{ Absent without Leave.....						
Effective Strength.....							

Number of nights in bed.

N. C. O. \_\_\_\_\_

Privates \_\_\_\_\_

(Foolscap size.—See continuation.)

\_\_\_\_\_ Captain.

Com'd'g \_\_\_\_\_ Company.

N.B.—This state should be sent to the Orderly Room every Saturday morning.

**FORM 17.**—*Continued.*—(To be placed on the back.)**ABSENTEES AND EMPLOYED MEN.**

At Recruit Drill .....	
Pioneers .....	
Musicians.....	
Sick.....	
Attending Hospital .....	
Attending Officers' Mess ....	
Regimental Employ.....	
Servants .....	
Cooks .....	
Orderlies .....	
Tailors .....	
Shoemakers.....	
In Imprisonment.....	
Absent with Leave.....	
Absent without Leave. ....	

---

 Colour Sergeant.



**FORM 19.**

DETAIL BOOK.

——— COMPANY, ——— BATTALION.

REG'T'L. NO. AND NAME.	MEMO.

N.B.—A stoutly bound book of 200 pages, size 5 x 9 inches, divided into seven parts, viz. : Parades, Drills, Guards, Picquets, Fatigues, Confined to Barracks, List of Permanent Passes.











## FORM 21.

## CAPTAIN OF THE DAY'S REPORT.

\_\_\_\_\_ 18 .

SIR,—I have the honour to report that, as Captain of the day (yesterday), I inspected the rations issued to the Battalion, and found them of good quality and proper weight.

I visited the Barracks (or Tents) of \_\_\_\_\_ companies at breakfast and dinner hours, and found the rooms (or tents), stairs and passages clean, the arms and accoutrements properly arranged, the men all present and the meals good, well cooked, and punctually served (or otherwise).

I visited the Hospital; found it clean and regular; the patients preferred no complaints (or otherwise).

I visited the Cells at — o'clock, and found all regular; the prisoners made no complaints.

I inspected the Guard at — o'clock by day, and at — o'clock by night, which I found present and correct. I also visited the sentries, and found them alert and properly informed of their duties.

I did not leave the camp or quarters of the Battalion during my tour of duty.

The report of the Subaltern of the day I enclose herewith; also the Tattoo report.

I have the honour to be,

Sir,

Your obedient servant,

\_\_\_\_\_, Captain,

\_\_\_\_\_ Battalion.

To the Officer Commanding

\_\_\_\_\_ Battalion.

(To be written on foolscap, one-fourth margin.)

## FORM 22.

## SUBALTERN OF THE DAY'S REPORT.

18

SIR,—I have the honour to report that, as Subaltern of the day (yesterday), I attended at the delivery of the bread, meat and groceries at ——— and found them of good quality and proper weight. I also attended at their issue at ——— and found them fairly distributed to the different messes.

At ——— I visited the rooms and passages which were properly cleaned, the beds turned up, the doors and windows opened, the bedding folded, and appointments, etc., arranged according to order.

I visited the Cook-houses previous to the time of the meal at dinner hour, and found everything regular.

I visited the ——— companies at meal hours, and found everything regular, the men all present properly dressed, and no complaints (or otherwise).

I saw the guards' meals marched off at the proper hours.

I visited the School, Tailor's and Shoemaker's shops, and found all regular.

I visited the Canteen, Recreation and Reading Rooms, and found everything regular.

I visited the Guards and Sentries at ——— by day and at ——— o'clock by night; also the prisoners in the guard-room and cells, and found all correct and regular (or otherwise).

I attended at the hour of *Retreat* and *Tattoo*, and inspected the Picquet and found all present and regular.

I attended at the hour of *Tattoo* when all the Non-commissioned Officers and men were reported present (or otherwise), the report of which I now enclose you.

I saw the lights and fires extinguished at the proper hours.

I have the honour to be, etc.,

———, Lieut.,

——— Battalion.

To the Captain of the day.

(Foolscap, one-fourth margin.)

## FORM 23.

\_\_\_\_ Battalion.

DEFAULTERS' LIST.

\_\_\_\_ 18

C	Reg't'l No.	Name.	Offence.	Punishment.	Begins.	Ends.

\_\_\_\_ Sergeant,  
Reg'tl Orderly Sergeant.

(Foolscap size.)



## FORM 25.

## REGIMENTAL ORDERLY SERGEANT'S REPORT.

18

As Regimental Orderly Sergeant, yesterday I performed the following duties:—

1. I paraded the Orderly Sergeants at — a.m., who reported their men all out of bed, and that no smoking had occurred during the night; and then visited the rooms, and saw they were being aired and ventilated; also that the urine tubs were removed to the proper places and partly filled with clean water.

2. I paraded the Orderly Corporals and men for rations at — a.m.

3. I saw the prisoners' necessities sent to the Guard room at — a.m.

4. I went round the barrack rooms (or tents) with the Captain of the day at — a.m., and found everything regular (except No. — room of No. — Company).

5. I saw the sick paraded and marched to Hospital.

6. I paraded the Orderly Sergeants and evidences at — a.m.

7. I collected the gate and canteen reports and handed them to the Non-commissioned Officers on those duties.

8. I visited the Cook-houses at —, and —, and —, and found everything regular.

9. I paraded the Orderly Corporals and men at —, and —, and —, and marched them to the cook-house for the meals. I marched off the meals to the several Guards.

10. I paraded the Orderly Corporals and men for drawing groceries at —.

11. I visited the Canteen at —, and —, and —, and found everything regular.

12. I visited the Non-commissioned Officers on gate and canteen duty at —, and —, and I saw that the names of the defaulters were on the gate and canteen boards.

13. I left list of passes with the Sergeant of the Guard, and handed the passes to the Orderly Sergeants of companies.

14. I saw that the defaulters paraded, and found all present and sober.

15. I showed the Orders to the Field and Staff Officers.

16. I attended at *Tattoo* with the Subaltern of the day.

17. I went round the Barracks (or tents) with the Subaltern of the day half an hour after *Tattoo*, and saw that all fires and lights were out, and everything quiet and regular.

To the Sergeant-Major,

— Battalion.

— Sergeant,

— Battalion.

(Sheet of foolscap, one-fifth margin.)

**FORM 26.**

----- Battalion.

**REPORT OF NON-COMMISSIONED OFFICERS ON CANTEN DUTY.**

----- 18

SIR,—We, the undersigned Non-commissioned Officers, do hereby certify that we were on Canteen duty yesterday, at the hours specified opposite our respective names, and that the orders for Non-commissioned Officers on that duty were strictly carried out.

We certify that from the opening till the closing of the Canteen one of us remained present, at or near the bar.

No.	Reg'tl No.	Rank and Name.	Co.	Hours on Duty.				Remarks.
				From.	To.	From.	To.	

To the Sergeant-Major,  
----- Battalion.

(Foolscap size.)

----- Sergeant.  
----- Corporal.  
----- Battalion.



## FORM 28.

— BATTALION.

MORNING PARADE STATE OF — Co.

—, 18

DISTRIBUTION.		Captain.	Subalterns.	Sergeants.	Corporals.	Buglers.	Privates.	Total.
On Parade	Under Arms .....							
	Recruits at Drill .....							
	Instructors at Drill .....							
	Pioneers .....							
	Musicians .....							
Total .....								
Casualties.	On Guard .....							
	Coming off Guard .....							
	Servants .....							
	Tailors .....							
	Shoemakers .....							
	Cooks .....							
	Orderlies .....							
	Fatigue .....							
	Servants .....							
	Sick { In Hospital .....							
	{ In Quarters .....							
	Attending { Hospital .....							
	{ Officers' Mess .....							
	Regimental Employ .....							
	On Command .....							
	Absent { With Leave .....							
	{ Without Leave .....							
	In Imprisonment .....							
	Prisoners in Guard Room .....							
Total .....								
Wanting to Complete .....								
Establishment .....								
Attached .....								

Captain

(Foolscap size.—See continuation.)

Commanding — Co.

**FORM 28.—(Continued.)**NAMES OF CASUALTIES. *(To be placed on the back.)*

On Guard.....	
Coming off Guard.....	
Servants.....	
Tailors .....	
Shoemakers .....	
Cooks .....	
Orderlies .....	
Fatigue.....	
Servants .....	
Sick in Hospital .....	
Sick in Quarters .....	
Attending Hospital .....	
Attending Officers' Mess.....	
Regimental Employ.....	
On Command.....	
Absent with Leave.....	
Absent without Leave .....	
In Imprisonment .....	
Prisoners in Guard Room ...	

Sergeant.

Orderly Sergeant.

## FORM 28.—(Continued.)

\_\_\_\_\_ Battalion.

EARLY MORNING OR AFTERNOON PARADE STATE OF \_\_\_\_\_ Co'y.

\_\_\_\_\_ 18

Description of Parade.	Distribution.	Captain.	Subalterns.	Sergeants.	Buglers.	Rank and File.
<div data-bbox="412 1295 560 1503" style="display: flex; align-items: center;"> <span style="font-size: 3em; margin-right: 10px;">{</span> <div> Morning..... </div> </div>	Under Arms .....					
	Recruits at Drill .....					
	Instructors at Drill ..					
	Total .....					
<div data-bbox="601 1295 750 1503" style="display: flex; align-items: center;"> <span style="font-size: 3em; margin-right: 10px;">{</span> <div> Afternoon ..... </div> </div>	Under Arms .....					
	Recruits at Drill .....					
	Instructors at Drill ..					
	Total .....					

\_\_\_\_\_ Sergeant.

\_\_\_\_\_ Orderly Sergeant.

\_\_\_\_\_ Captain,

\_\_\_\_\_ Co'y.

N.B.—This form may be used at early morning or afternoon parades in camp instead of the longer form, or for parades at home.

(Note paper size.)

## FORM 29.

CRIME.

\_\_\_\_ BATTALION.

\_\_\_\_ COMPANY.

Charge against No. \_\_\_\_\_

PLACE.	DATE OF OFFENCE.	OFFENCE.	NAMES OF WITNESSES.	PUNISHMENT AWARDED.	BY WHOM AWARDED.

Length of Service

Date of last entry in Defaulter Book.

General Character.

Date of last entry for an act of, or an equivalent of an act of drunkenness.

Number of cases of drunkenness within the 12 months.

\_\_\_\_\_ years.

\_\_\_\_\_ Captain,

(Size, 10 x 7 inches.)

Commanding \_\_\_\_\_ Company.

## FORM 30.

\_\_\_\_\_ BATTALION.

\_\_\_\_\_ COMPANY.

RATION RETURN.

\_\_\_\_\_, 18

MESSES.			
No. 1 Mess .....			
" 2 " .....			
" 3 " .....			
" 4 " .....			
" 5 " .....			
" 6 " .....			
" 7 " .....			
" 8 " .....			
Sergeants' Mess.....			
Married N. C. Officers.....			
Married Men .....			
Hospital .....			
Officers' Mess.....			
Married Officers.....			
Total.....			
On Command.....	{ Officers.....		
	{ Men .....		
Absent { Officers.....	{ With leave.....		
	{ Without leave.....		
	{ Men.....	{ With leave.....	
		{ Without leave.....	
Total strength.....			

Colour Sergeant.

(Size, 10 x 4½ inches.)

## FORM 31.

Battalion.

CHURCH PARADE STATE OF

COMPANY

18

## DISTRIBUTION.

	Captain.	Subalterns.	Sergeants.	Corporals.	Buglers.	Privates.	Total.
Episcopalians .....							
Presbyterians .....							
Wesleyans .....							
Roman Catholics .....							
On Guard .....							
Coming off Guard .....							
Sick { In Hospital .....							
{ In Quarters .....							
Cooks .....							
Officers' Mess .....							
Regimental Employ .....							
On Command .....							
Absent { With Leave .....							
{ Without Leave .....							
{ In Imprisonment .....							
{ Prisoners in Guard Room .....							
Total .....							
Wanting to Complete .....							
Establishment .....							
Attached .....							

Sergeant.

O. Sergeant.

Captain.

Commanding Co.

(Foolscap size.)

N.B.—The names of casualties should be placed on the back of this state, as in No. 28.

FORM 32.

\_\_\_\_\_ Battalion.

FIELD STATE.

\_\_\_\_\_ 18

Distribution.	Field Officers.	Captains.	Subalterns.	Staff.	Sergeants.	Buglers.	Rank and File.	Casualties.	Field Officers.	Captains.	Subalterns.	Staff.	Sergeants.	Buglers.	Rank and File.
Under Arms..								On Duty.....							
Recruits.....								Attending							
Pioneers.....								Hospital.....							
Musicians.....								Attd'g Officers'							
Orderlies .....								Mess .....							
								Grooms.....							
								Cooks.....							
								Regt'l Employ							
								Sick in Hospital							
								Sick in Quarters							
								On Command.							
								Absent. { With							
								Leave ...							
								Without							
								Leave ...							
								Prisoners.....							
Total Present.															
Casualties ....															
Wanting.....															
Establishment															
Supernumer's.								Total..							

\_\_\_\_\_ Lt.-Col.,

Comm'g \_\_\_\_\_ Battalion.

(N.B.—On card 5 x 4 inches.)

## FORM 33.

## MINOR OFFENCE REPORT.

Station \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Battalion.

Company.	Regt. No.	Rank.	Name.	Date of Offence.	Offence.	By whom Reported and Names of Witnesses.	Punish- ment Awarded.	By whom Ordered.	Remarks.

\_\_\_\_\_ Lt.-Col.

Comm'g \_\_\_\_\_ Battalion.

NOTE.—This report, after being completed by the entry in Orderly Room of all minor offences disposed of by Officers commanding companies, will be attached to the Guard report of the day.

(Size of two sheets of Foolscap printed across.)



## FORM 35.

## DEFAULTER SHEET.

— Battalion.

Regimental No. and Name.		Age.		Height.		Where born.		Com-plexion.		Hair.		Eyes.		Trade.		Reli-gion.		Promo-tion.		Good Con-duct Pay.		Former Serv-ice and Remarks.	
No.		Yrs.		Feet.		Parish.		County.															
Joined .....		Mths.		Inch.		Where Enlisted.																	
Re-engaged ....						Place.		Date.															
Left .....																							
Period of Enlistment.																							
Place.		Rank.		Cases of Drunkenness.		Offence.		By whom reported and Names of Witnesses.		Punishment Awarded.		Date of award or order dispensing with Trial.		By whom.		Date of Com-mence-ment.		Date of expira-tion.		Remarks.			
Date of Offence.																							

N.B.—Foolscap size, printed on one side only, but ruled upon both sides. These sheets are kept in a guard book, with a screw back, so that the sheets can be removed when necessary, and the same form is used both for Regimental and Company Defaulter books.



## FORM 37.

HOSPITAL ADMISSION AND DISCHARGE BOOK.

\_\_\_\_\_ Battalion.

No. of case.	Regimental Number.	Rank and Name. (If Married or Single, put M. or S. in small line, opposite name.)	Age.	Injury or Disease. Admission. Discharge. Died or Recovered.	Disease or Operation.	When Discharged. State of Health. Destination.	Observations.
--------------	--------------------	--	------	--	-----------------------	--	---------------

(Foolscap size.)

N.B.—A stoutly bound book of 200 pages.

**FORM 38.—Part 1.**  
**BATTALION STORES LEDGER.**  
 DEPARTMENT ACCOUNT.

*Tunics.*

Dr.		Cr.	
Date.	Description.	No.	Date.
	Under "Description" note the pattern, etc., of the article received.		Under "How Disposed of" note whether lost (and by whom) worn out, returned, etc.

N.B.—The Battalion Stores Ledger should contain about 400 pages of foolscap size, and be well bound. One sixth should be devoted to the account with the Militia Department (a page or more being devoted to each article), the remainder being divided between the Regimental and Company accounts, or the Department Account may be placed in a separate book.



**FORM 38. —Part 2.—(Continued.)**  
**BATTALION STORES LEDGER.**

RETURNS.

REGIMENTAL ACCOUNT.

DATE.	Company.	
ARMS AND ACCOUTREMENTS.		
	Rifles.	
	Rods, Cleaning.	
	Bayonets.	
	Scabbards.	
	Snap Caps.	
	Waist Belts.	
	Pouch Belts.	
	Frogs.	
	Rifle Slings.	
	Knapsack Slings.	
	Ball Bags.	
	Pouches.	
EQUIPMENT.		
	Bugles and Strings.	
	Knapsacks.	
	Mess Tins.	
	Haversacks.	
	Water Bottles.	
	Mess Tin Straps.	
	Great Coat Straps.	
	Water Bottle Straps.	
CLOTHING.		
	Great Coats.	
	Tunics.	
	Trousers.	
	Forage Caps.	



# FORM 38.—Part 3.—(Continued.)

## BATTALION STORES LEDGER.

COMPANY ACCOUNT.

No. of Co. —

RETURNS.

DATE.	ARMS AND ACCOUTREMENTS.										EQUIPMENT.					CLOTHING.															
		Rifles.	Rods, Cleaning.	Bayonets.	Scabbards.	Snap Caps.	Waist Belts.	Pouch Belts.	Frogs.	Rifle Slings.	Knapsack Slings.	Ball Bags.	Pouches.	Bugles and Strings.	Knapsacks.	Mess Tins.	Haversacks.	Water Bottles.	Mess Tin Straps.	Great Coat Straps.	Water Bottle Straps.	Great Coats.	Tunics.	Trousers.	Forage Caps.						

## FORM 39.

No. —

——— Battalion.

## REQUISITION.

To the Quarter-Master :

Required for use of ——— Company, the undernamed Stores.

——— Captain  
 Commanding ——— Co'y.

——— 18

Received the above stores this day in good order.

——— Captain.  
 Commanding ——— Co'y.

N.B.—Note paper size : the forms should be printed and bound in books of a hundred each, with a counterfoil to be retained by the Company as a memorandum for entry into the Stores Ledger, and on being received by the Quarter-Master, should be numbered, entered, and then filed away by years for reference.

# FORM 40.—Part 1.

## COMPANY STORES BOOK.

### BATTALION OR DISTRICT ACCOUNT.

RECEIPTS.

DATE.	ARMS AND ACCOUTREMENTS.															EQUIPMENT.					CLOTHING.												
	Long Rifles.	Short Rifles.	Rifle Bayonets.	Sword Bayonets.	Bayonet Scabbards.	Sword Scabbards.	Rods, cleaning.	Caps, snap.	Waist Belts.	Pouch Belts.	Lockets.	Frogs.	Ball Bags.	Pouches.	Slings, Rifle.	Bugles and Strings.	Knapsacks.	Haversacks.	Mess Tins.	Water Bottles.	Knapsack.	Great Coat.	Mess Tin.	Water Bottle.	Great Coats.	Tunics.	Trousers.	Forage Caps.					

N.B.—The Company Stores Book should be about 6 x 10 inches, one-tenth of it being devoted to the "Company's" Account with the Battalion, or, in rural companies with the District, the balance being "Individual Accounts."

## FORM 40.—Part 1.—(Continued.)

## COMPANY STORES BOOK.

## BATTALION OR DISTRICT ACCOUNT.

## RETURNS.

DATE.		ARMS AND ACCOUTREMENTS.		EQUIPMENT.		CLOTHING.			
		Long Rifles.		Bugles and Strings.		Great Coats.			
		Short Rifles.		Knapsacks.		Tunics.			
		Rifle Bayonets.		Haversacks.		Trousers.			
		Sword Bayonets.		Mess Tins.		Forage Caps.			
		Sword Scabbards.		Water Bottles.					
		Rods, cleaning.		Knapsack.					
		Caps, snap.		Great Coat.					
		Waist Belts.		Mess Tin.					
		Pouch Belts.		Water Bottle.					
		Locketts.							
		Frogs.							
		Ball Bags.							
		Pouches.							
		Slings, Rifle.							



**FORM 40.—Part 2.—(Continued.)**  
**COMPANY STORES BOOK.**  
 INDIVIDUAL ACCOUNT.

STRUCK OFF \_\_\_\_\_

18 —

STRUCK OFF _____		18 —		RETURNS.	
Address.		Date of Return and by whom Received.			
Rifle.					
Rod, Cleaning.					
Bayonet.					
Scabbard.					
Snap Cap.					
Waist Belt.					
Pouch Belt.					
Frog.					
Rifle Sling.					
Knapsack Sling.					
Ball Bag.					
Pouch.					
Bugle and String.					
Knapsack.					
Mess Tin.					
Haversack.					
Water Bottle.					
Mess Tin Strap.					
Great Coat Strap.					
Water Bottle Strap.					
Great Coat.					
Tunic.					
Trousers.					
Forage Cap.					

N.B.—When articles are returned, the *number* of such should be recorded with the date, and then initialed by the Officer or N. C. O. receiving them.

## FORM 41.

MARCHING IN STATE OF THE        BATTALION.

## DETAIL.

No. of Companies.	Field Officers.	Captains.	Subalterns.	Sergeants.	Buglers.	Rank and File.	Remarks.

Date and Hour of Departure, and Arrival.	From.	To.	No. of Miles.	How Performed. By what Conveyance.	Remarks Explanatory of Detentions.

I certify that the "Regulations and Orders for the Militia, 1887," have been strictly adhered to during this march.

\_\_\_\_\_ Lieut.-Col.  
 \_\_\_\_\_ Commanding \_\_\_\_\_ Battalion.

To the Officer Commanding Military District No. \_\_\_\_\_

\_\_\_\_\_ (Place).  
 Dated at \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_ 18

## PART VIII.

# BUGLE CALLS.

---

The Bugle calls given here are only those used in barracks or camp, the Field and Drill calls are laid down in Part X, "Infantry Drill, 1896."

Every Battalion should have an easily distinguished "Regimental Call," which when quartered with other corps precedes every call except *Reveille*, *Retreat*, and *Tattoo*.

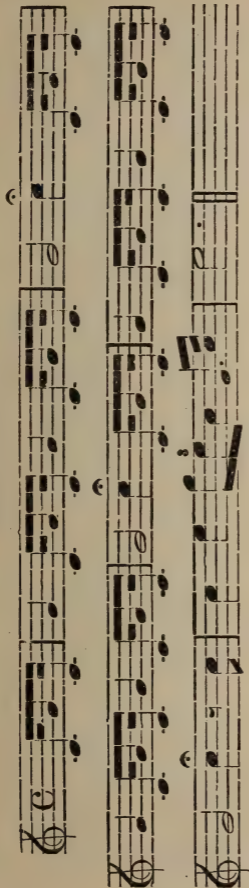
Duty calls should be sounded from the Regimental parade ground; calls applying to Officers only, in front of their quarters.

The "Dress" and other calls for Commanding Officers' parade should be sounded by all the Buglers; other duty calls by the Orderly Bugler with the Quarter or Regimental Guard.

The "Halt" sounding annuls the last call.

Between *Lights out* and *Reveille* no bugle should be sounded nor drum beaten, except for the purpose of alarm.

1. ROUSE.—Is often used in place of the "Reveille," or sounded a quarter of an hour before that call.



2. REVEILLE.—Sounded on the parade ground, at the hour named in orders.

*Largo.*

*Allegretto.*



## REVEILLE.—CONTINUED.

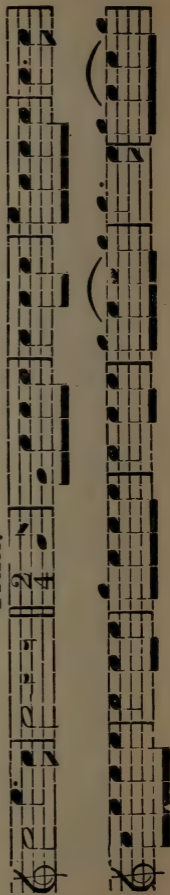
Vivace.



Adagio.



Presto.



## REVEILLE.—CONCLUDED.



3. DEFAULTERS' CALL.—Sounds for the purpose of assembling defaulters for drill or roll call.



4. BREAD, MEAT, VEGETABLES.—When all three are issued at once, the "Meat" is usually sounded. This call is used for the orderly-corporals and orderly-men to assemble for the purpose of drawing rations.

## BREAD.

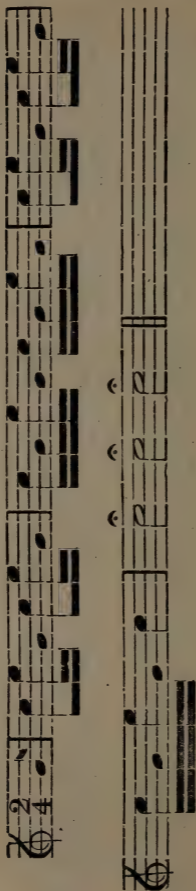


## MEAT.



## BREAD, MEAT, VEGETABLES.—CONCLUDED.

## VEGETABLES.



5. QUARTER BUGLE.—Sounds one quarter of an hour before the time appointed for men to sit down to breakfast, dinner, and tea; to warn the orderly-men of messes to attend at the cook-house for the purpose of taking out the meals, so that the messes may be apportioned to each man before the "Men's Mess" or second bugle sounds.



6. MEN'S MESS.—Sounds at the hour for the men to sit down to breakfast, dinner, and tea; it should be understood that the call is sounded at the exact time, whether the officer on duty be present or not.



7. FATIGUE.—Sounds when a fatigue party *already detailed*, is required to turn out.



8. GUARD CALL.—Sounds at the hour appointed for the falling in of the guard.



9. **THE DRESS.**—Sounds half an hour before any parade, to warn the men to prepare themselves. Before a Commanding Officer's parade this call should be sounded by all the buglers; before any other parade, the bugler on the quarter-guard only will sound it. This call is also sounded in conjunction with the Guard, Picquet, etc., calls when it is "dress" for these duties.



10. **SERGEANTS'—CORPORALS' CALL.**—Sounds when sergeants or corporals are required to assemble for any particular purpose.

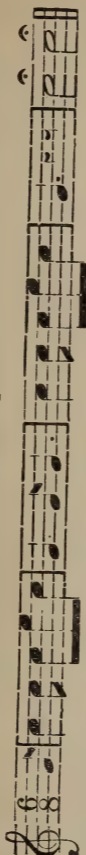
SERGEANTS.



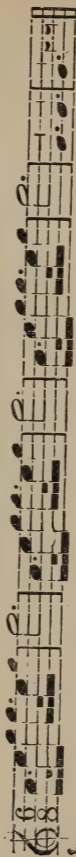
## CORPORALS.



11. NON-COMMISSIONED OFFICERS' CALL.—The non-commissioned officers' call is sounded when the whole of the non-commissioned officers are required, such as Staff parade. It is also sounded for the "Tattoo" parade.



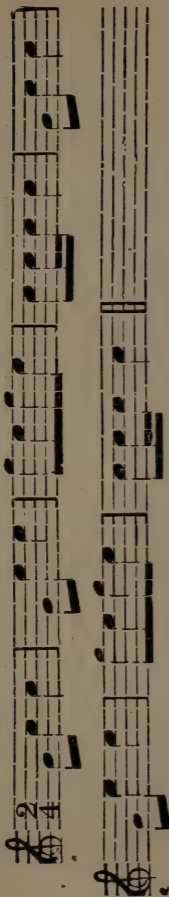
12. OFFICERS' CALL.—Sounds when officers are required to join their companies on parade, or to assemble for any particular purpose.



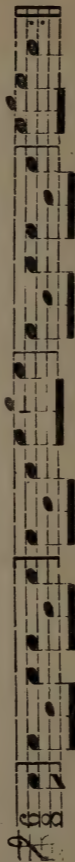
13. BAND CALL.—Sounds when the band is required to assemble for any purpose.



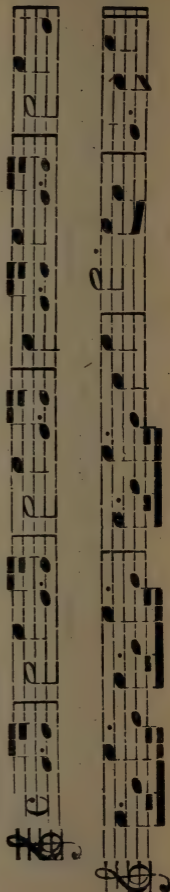
14. FALL IN.—Sounds for the Battalion to fall in for parade. Also in conjunction with the Guard, Picquet or Fatigue calls, when these duties are required to fall in.



15. SERGEANTS' MESS.—Sounded for sergeants' meals.



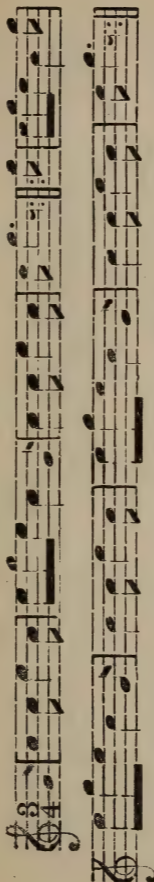
16. ORDERS.—Sounds to assemble the orderly-sergeants of companies for the daily orders and detail.



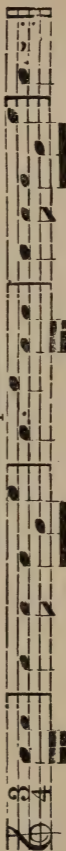
17. OFFICERS' MESS; 1st Bugle.—Sounded in front of the officers' quarters once or twice, according to their extent, half an hour before dinner only, to warn the officers to dress.



18. OFFICERS' MESS; 2nd Bugle.—Sounded in front of mess-room, and the officers' quarters, at the hour appointed for officers to sit down to dinner.



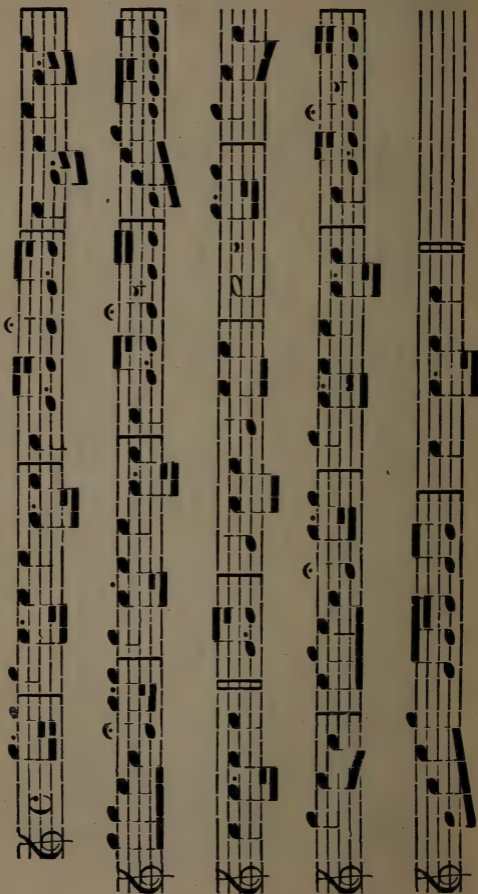
19. PICQUET CALL.—Sounds when the picquet is required other than the regular times for it to parade.



20. DRUMMERS' CALL.—Sounds to assemble the buglers and drummers.



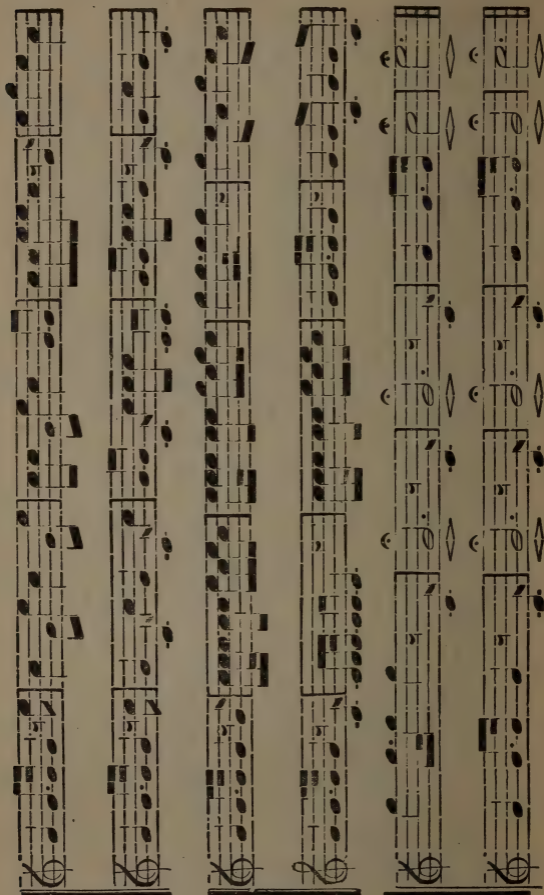
## 21. RETREAT.—Sounded at the hour named in orders.



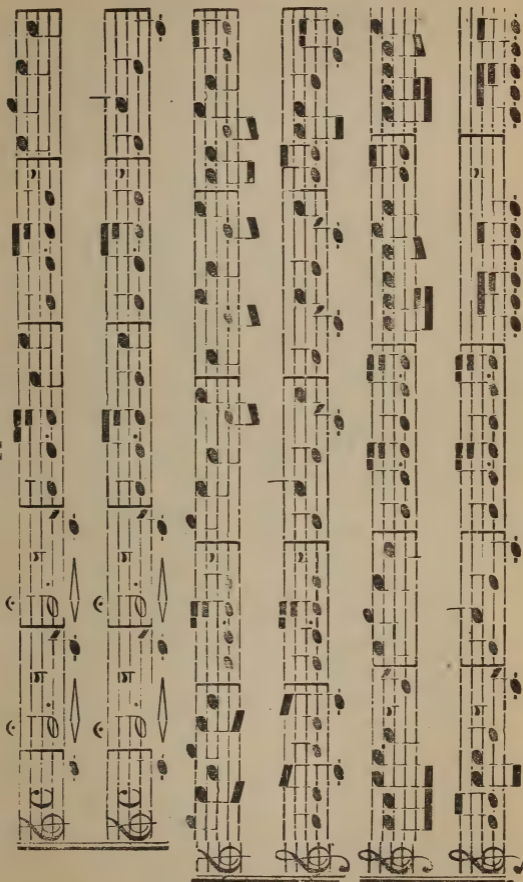
22. FIRST POST.—Sounded by all the buglers at the hour appointed, after which the drums and fifes should play for half an hour, finishing with "God Save the Queen."



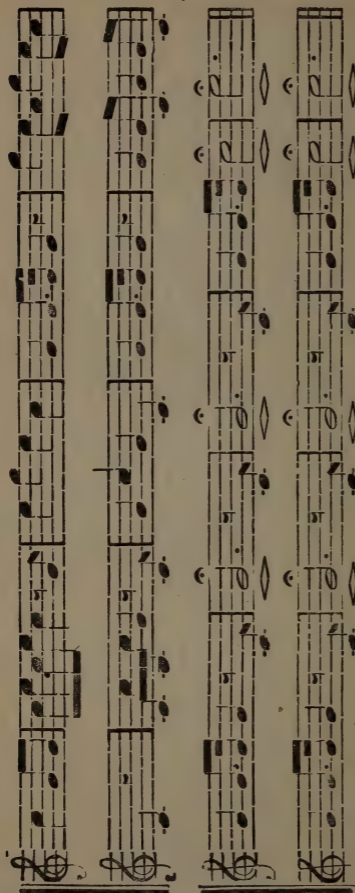
## FIRST POST.—Concluded.



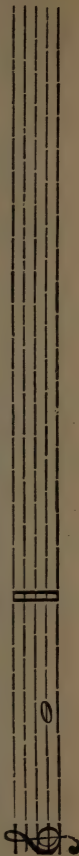
23. LAST POST.—Sounded on the regimental parade ground by all the buglers, at the hour appointed.



## LAST POST.—Concluded.



24. LIGHTS OUT.—The bugler on guard should remain on parade until ordered by the officer to sound this call—twice sounding should be sufficient—when all fires and lights (except officers', and those of non-commissioned officers, who are allowed lights over hours) should be instantly extinguished.



25.—SALUTE FOR THE GUARD.—Sounded by the bugler on guard when the guard turns out and presents arms.



26. ALARM.—Sounded in case of fire.



27. ATTENTION.—Used to call a Company or Battalion to “Attention.”



- ADVANCE.—Sounded as a signal that a corps is about to move.



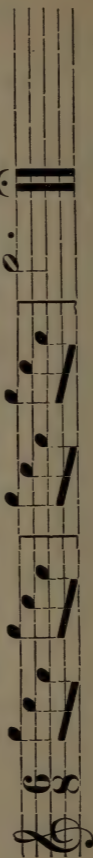
28. QUICK TIME.—Sounded as a signal that “quick time” is to be used.



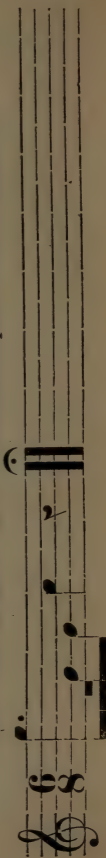
- DOUBLE TIME.—Sounded as a signal that “double time” is to be used.



29. BICYCLE CALL.—Sounded for the parade of Cyclist Corps.



30. SIGNALLERS' CALL.—Sounded for parade of the Signallers.



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